



BBA 11043: Information and Communications Technology

Level: 1000

Number of Credits : 03

Course Description

Information and Communications Technology (ICT) is an introductory level course consisting of both theoretical aspects and practical training. This course enhances ICT knowledge and skills required to work in a business context.

Intended Learning Outcomes

At the end of the course, the student will be able to;

- Identify the main components of computer systems and file organization
- Explain the basics of computer operating systems and data communication technologies
- Demonstrate the ability to use word processing, spreadsheet management, presentation applications and database management systems
- Use computer networks and the Internet for business operations

Teaching/Learning Methods

Lectures, practical and workshops

Methods of Assessment

In-course Assessments	: 30%
End Semester Examination	: 70%

Course Contents

- 1 Introduction to Information and Communication Technology
Importance of information and communication technology, ICT under various domains, basics concepts of information and communication technology.
- 2 Computer fundamentals and components of the computer system
Classification of computers, basic components of the computer, basics of computer software.
- 3 Word processing
Creating, formatting and editing a word document, working with graphics and drawing objects, creating and customizing tables, table of contents, mail merge.
- 4 Spreadsheet management
Concepts of electronic spreadsheet, creating formatting and editing worksheet data, charts, formulas and functions, analysis of data.
- 5 Presentation applications
Basics of electronic presentations, customization, enhancing text and objects, working with other applications, applying slide transitions and animations, managing slide shows.
- 6 Introduction to computer operating systems

- History of operating systems, basic functions and types of operating systems, utility programs.
- 7 Introduction to data communication and networks
Communication components and devices, types of networks, network architectures, network topologies, communications standards, physical and wireless transmission media.
 - 8 Internet services and web development
Introduction to the Internet, different services of Internet, Internet connection methods, web designing.
 - 9 Database management systems and programming basics
Overview of database management system (DBMS), managing data, components of a database, database terminologies, Microsoft access as DBMS, Visual Studio.
 - 10 Computer security
Cybercrimes, computer virus and malware

Recommended Readings

- 1 Rajaraman, V. (2013). Introduction to Information Technology: PHI Learning Pvt. Ltd.
- 2 Hoole, S. Ratnajeevan H., and K. Navukkarasu. Information and Communications Technology for Teachers. Foundation Books, 2005.
- 3 Microsoft. (2017, August 01). Microsoft Office Help & Training. Retrieved from Office Support: <https://support.office.com>