**ICTC 5201 computer sTUDIES Cr: 3(3+0)**

The course introduces students to information and communication technologies and their current application in their respective areas. Objectives include basic understanding of computer software, hardware, and associated technologies. They can make use of technology to get maximum benefit related to their study domain. Students can learn how the information and communication systems can improve their work ability and productivity. How internet technologies, E-commerce application and mobile computing can influence the business and workplace. At the end of semester students will get basic understanding of computer system, storage devices, operating system, E-commerce, Data networks, Databases, and associated technologies. They will also learn Microsoft Office tools that include Word, Power point, and Excel. They will also learn open office being used on other operating systems and platforms. Specific software’s related to specialization areas are also part of course. Course will also cover Computer Ethics and related Social media norms and cyber laws.

***Contents***

1. What is Computer?
2. Computer for Individual Users
3. Desktop Computers, Workstations Computer, Notebook Computers, Tablet PCs, Handheld PCs, Smart Phones,
4. Computer for Organizations
5. Parts of Computer System
6. Information Processing Cycle
7. Memory Devices
8. Types of Software: System Software, Application Software
9. Purpose of Operating Systems
10. Types of Operating Systems
11. Transforming Data into information
12. Data representation
13. Number Systems, Bits and Bytes, Text Code
14. Data processing
15. CPU, Control Unit, Arithmetic Logic Unit
16. Network Basic
17. Types of Networks
18. Overview of Internet
19. Web surfing
20. E-mail: Creating E-mail Address, Computing Mails, Managing mail box
21. MS Word
22. MS Excel: Working Formulas in MS Excel, Working with Functions in MS Excel
23. Privacy and Security
24. Large Databases
25. Private Networks
26. Major Laws of Privacy
27. Threats to Computer Security
28. Measures to Protect computer security
29. Viruses

***Recommended Texts***

1. Vermaat, M. E. (2018). *Discovering computers: digital technology, data and devices*, Boston: Course Technology Press.

**Suggested Readings**

1. Timothy J. O’Leary & Linda I. (2017). Computing essentials, (26thed). San Francisco: McGraw Hill Higher Education.
2. Schneider, G. M., & Gersting, J.(2018). *Invitation to computer science.* Boston: Cengage Learning.