

COMPUTER AND INFORMATION TECHNOLOGY

Course Code:510113

BBA -2nd Semester

Chapter 1 Introduction

Lecture 03

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I.13 Components of Computer

All types of computers follow the same basic logical structure and perform the following five basic operations

S.No	Operation	Description
1	Take input	The process of entering data and information
2	Store data	Saving data and instructions
3	Processing data	Perform arithmetic and logical operation
4	Output information	Producing useful information or result
5	Control the workflow	Direct the manner and sequence of all operation

I.14 Computer System

Computer system is a set of inter related components that work together to fulfill a purpose.

A computer system consists of both hardware and information stored on hardware; information stored which is called software.

The **hardware** components of a computer system are the electronic and mechanical parts.

The **software** components of a computer system are the data and the computer programs.

1.15 Elements of a Computer

Four main elements of a computer system are describe below:

1. **HARDWARE**

- a) **Input devices**
- b) **System unit**
- c) **Secondary storage**
- d) **Output devices**
- e) **Communication devices**

2. **SOFTWARE**

- a) **Operating system**
- b) **Application software**
- c) **Basic application**
- d) **Advanced application**

3. **PEOPLEWARE**

Users or end users-any person who can manipulate and use the computer system and its programs

4. **DATA**

- a) **Document files**
- b) **Worksheet**
- c) **Database files**

I.18 Computer Application in Business

Almost every business uses computers to complete daily task. Business uses computer in the following application:

1. Business communication
2. Marketing and advertisement
3. Accounting
4. Data mining and storage
5. Banking and insurance
6. Document and reports
7. Customer relationship management
8. Human resource management
9. Departmental store or mega shop management
10. Business research

I.19 Application of Computer in Stock Exchange

Today, a large percentage of stocks are traded through such over-the-counter organizations as NASDAQ and its European equivalent, NASDAQ Europe.

Through these organizations, many securities not listed on a major stock exchange may be traded by dealers using computer and telecommunication technology. The stocks of public companies are also traded outside exchanges on such alternative trading systems as electronic communication network.

20.19 On-line Application in Business

1. **Google analytical**
2. **Slack**
3. **HubSpot**
4. **Excel**
5. **Microfost Office**
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