



# **TRINITY COLLEGE FOR WOMEN NAMAKKAL**

**Department of Commerce**

## **INFORMATION TECHNOLOGY IN BUSINESS**

**19UCM15-ODD Semester**

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# INTRODUCTION TO COMPUTERS

- **Computer**
- **Characteristics of computers**
- **Classification of Computers**
- **Uses of Computer**
- **Components of Computer**

# COMPUTER

- Some people say that COMPUTER stands for **Common Operating Machine Purposely** Used for Technological and Educational Research.
- "A computer is a general purpose electronic device that is used to perform arithmetic and logical operations automatically.
- A computer is an electronic device that uses raw information as data and processes it accordingly to give the required result.
- The main function of the computer is to **store, retrieve, and process** data.
- Now a day's its uses have been extended to **type documents, play online games, web browsing, editing & creating spreadsheets, office presentations, PowerPoint meetings & video consoles, etc.**

# Characteristics of computers

## ➤ **Speed :**

In general, no human being can compute to solving the complex computation, faster than computer.

## ➤ **Accuracy :**

Since Computer is programmed, so whatever input we give it gives result with accurately.

## ➤ **Storage :**

Computer can store mass storage of data with appropriate format.

## ➤ **Diligence :**

Computer can work for hours without any break and creating error.

## ➤ **Versatility :**

We can use computer to perform completely different type of work at the same time.

## ➤ **Power Of Remembering :**

It can remember data for us.

## ➤ **No Feeling :**

Computer does not have emotions, knowledge, experience, and feeling.

# Classification of Computers

Computers can be classified into,

- I. Microcomputers(Personal Computer)
- II. Mini Computers
- III. Mainframes
- IV. Super Computers

## I. Microcomputers (Personal Computer):

- A microcomputer is the smallest general purpose processing system.
- They are designed to be used by one person at a time.
- Its CPU is microprocessor.
- Has separate components (keyboard, mouse, etc.)
- **Examples:** - IBM PCs, APPLE computers

Microcomputer can be classified into,

1. Workstations
2. Portables
3. Hand-held's

## **1. Workstations (Personal computer):**

- Workstations are more powerful and higher in performance than desktop computers, especially with respect to CPU and Graphics, memory capacity and multitasking capability.
- Its Powerful desktop computer designed for specialized tasks.
- Lot of processing speed.

## **2. Portables:**

**The different portable computers are:**

**i. Laptop**

**ii. Notebook**

**iii. PDAs**

**i. Laptop:**

- This computer is similar to a desktop computers but the size is smaller.
- They are expensive than desktop.
- The weight of laptop is around 3 to 5 kg.

## ii. Notebook:

- These computers are as powerful as desktop but size of these computers are comparatively smaller than laptop and desktop.
- They weigh 2 to 3 kg.
- They are more costly than laptop.

## iii. PDAs (Personal Digital Assistants):

- Generally used to maintain an electronic appointment book, address book, calculator, and notepad.

## 3. Palmtop (Hand held):

- They are also called as personal Digital Assistant (PDA).
- These computers are small in size.
- They can be held in hands.
- It is capable of doing word processing, spreadsheets and hand writing recognition, GAME playing, faxing and paging.
- These computers are not as powerful as desktop computers.

## **II. Mini Computers:**

Mini Computers allowed more people to have access to computers.

Minicomputer is a class of multi-user Computer.

The smallest Microcomputers or personal computers.

## **III. Mainframes:**

Mainframe computers can support hundreds or thousands of users, handling massive amounts of input, output, and storage.

Mainframe computers are used in large organizations where many users need access to shared data and programs.

Mainframes are also used as ecommerce servers, handling transactions over the Internet.

## **IV. Super Computers:**

They are fastest and expensive.

A super computer contains a number of CPU which operates in parallel to make it faster.

Application – weather forecasting, weapons research and development.



# Uses of Computer

1. Business
2. Education
3. Healthcare
4. Retail and Trade
5. Government
6. Marketing
7. Science
8. Publishing
9. Arts and Entertainment
10. Communication

## **1. Business:**

- Almost every business uses computers nowadays.
- They can be employed to store and maintain accounts, personnel records, manage projects, track inventory, create presentations and reports.
- They enable communication with people both within and outside the business, using various technologies, including e-mail.
- They can be used to promote the business and enable direct interaction with customers.

## **2. Education:**

They can be used to access educational information from intranet and internet sources, or via e-books.

They can be used to maintain and monitor student performance, including through the use of online examinations.

## **3. Healthcare:**

Digitized medical information making it easier to store and access patient data.

Software to aid discovery of diagnoses, as well as search for risks of diseases.

The ability to share information on diseases with other medical specialists.

## **4. Retail and Trade:**

Computers can be used to buy and sell products online.

Buyers to compare prices, read reviews, and choose delivery preferences.

They can be used for direct trading and advertising too, using social media or independent websites.

## **5. Government:**

Various government departments use computers to improve the quality and efficiency of their services.

Computers can be used to store information, promote services, and communicate internally and externally.

## **6. Marketing:**

They can be used to generate social media campaigns.

They enable direct communication with customers through email and online chat.

## **7. Science:**

Computers can be used for research, sharing information with other specialists both locally and internationally.

As well as collecting, categorizing, analyzing, and storing data

## **8. Publishing:**

Computers can be used to design any type of publication.

These might include marketing materials, fashion magazines, novels, or newspapers

## **9. Arts and Entertainment:**

Computers can be used to create drawings, graphic designs, and paintings.

They can be used to edit, copy, send, and print photographs.

They can be used to make, record, edit, play, and listen to music.

They can be used for playing games and watching videos.

## **10. Communication:**

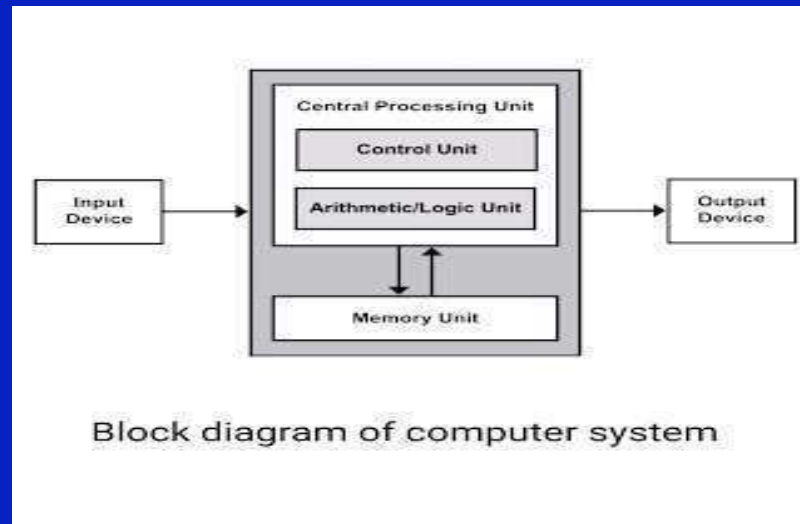
Families can connect with audio and video, businesses can hold meetings between remote participants.

Computers usually have microphones and webcams built-in nowadays to facilitate software like Skype.

Older communications technologies such as email are also still used widely.

# Components of Computer

1. Input Unit
2. Output Unit
3. Storage Unit
4. Central Processing Unit (CPU)
  - i. Arithmetic and Logic Unit (ALU)
  - ii. Control Unit



## **1. Input Unit:**

- It accepts (or reads) the list of instructions and data from the outside world.
- It converts these instructions and data in computer acceptable format.
- It supplies the converted instructions and data to the computer system for further processing.

## **2. Output Unit:**

- It accepts the results produced by the computer.
- It converts these coded results to human acceptable (readable) form.
- It supplied the converted results to the outside world.

## **3. Storage Unit:**

- The data and instructions that are entered into the computer system through input units have to be stored inside the computer.
- It provides space for storing data and instructions.

#### 4. Central Processing Unit (CPU):

- The main unit inside the computer is the **CPU**.
- The CPU is the brain of any computer system.
- This unit is responsible for all events inside the computer.
- It controls all internal and external devices, performs “**Arithmetic and Logical operations**”.
- The control Unit and the Arithmetic and Logic unit of a computer system are jointly known as the Central Processing Unit (CPU).

##### i. Arithmetic and Logic Unit (ALU):

- All calculations are performed and all comparisons (decisions) are made in the **ALU**.
- It perform arithmetic operations e.g. addition, subtraction, multiplication, division.
- It capable to compare numbers (less than, equal to, or greater than).

##### ii. Control Unit:

- The control unit directs and controls the activities of the internal and external devices.

**THANK YOU**

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