Government Degree College, Baramulla

Semester: 1st   Major/Minor1

Subject: Information Technology

Title: Basics of Information Technology   Code: BIT22M103
Credit: 03 (Theory 03)   Contact Hours: 48

Unit I(Basics of IT)

Data, Information, Information Processing, Characteristics of Information, Information system, Computer, Characteristics of Computers, Evolution of Computers, Generation of computers,Types and Classification of computers. Application of computers. Block Diagram of a computer, Description of Input Unit, Output Unit, Storage Unit, Central Processing Unit, Arithmetic Logic Unit, Control Unit.

Learning to use a computer:Concept of booting :types of booting, Using Mouse, Keyboard, Understanding Desktop, Folders, Files, Creating Folders, Saving Files, Using MS Paint, Renaming, Cut-Copy- Paste, Connecting a printer, scanner, mobile phone.

Unit II (Software Concepts and Office)

Software, Relationship between Hardware and Software, Types of Software: System Software (Operating Systems, Language Translators, Utility Programs, Communications Software) Functions of System Software, Application Software (Word Processing, Spreadsheet, Database, Graphics Personal Assistance, Education, Entertainment Software) Firmware.

Using MS Word: Designing simple documents, Headings, Font, Styles, Bullets, Inserting Images, SmartArt, Tables, Setting Page Layout, Margins, Gutter, Headers and Footers, Printing, Saving as PDF.

Unit III (Office Tools)

Making small presentations: Basics of presentation, creating presentations, preparation and presentation of slides, slide show, taking printouts of presentations /handouts.

Using spreadsheet: Basics of spreadsheet, manipulation of cells, formulas and functions, editing of spreadsheet, printing of spreadsheet.

Reference Books:

1. Mansfield Ron, "Working in Microsoft Office", Tata McGraw Hills.
2. Perry G, "MS Office2007", Pearson Education.
3. Sanders, D.H., "Computer Today ", Mc-Graw Hill, 1988.

4. Suresh K. Basandra, "Computers Today", Galgotia Publications Pvt. Ltd.

5. Raja Raman V., "Fundamental of Computers" (4th edition.), Prentice Hall of India, New Delhi.

6. Trainer T., et al, "Computers", McGraw Hill. 7. Norton, Peter, "Introduction to Computers Mc-Graw-HillPublications.

7. Dr.WaseemAkram, "Basics of Information Technology", Notion Publications,2022

8. Computer Fundamentals ,PK Sinha