

## **COURSE TITLE: INTRODUCTION TO INFORMATION TECHNOLOGY**

**Semester: I**

**Course Code: 12BB11K2**

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**Unit I:** Introduction to computers- Overview, Computers for Individual users, Computers for organizations, Computers in society; Components of a Computer-Hardware: Processing Devices, Memory Devices, I/O Devices, Storage Devices, Software: System software, Applications Software, Data & users; Introduction to Windows-Creating, saving, deleting, and renaming a file in windows platform.

**Unit II:** MS-Word - Introduction to Word Processing: Identifying the components of document window, Standard & Formatting Toolbars, Create, Open, Save documents ,Editing Text in Documents; Viewing & Formatting Documents.

**Unit III:** MS-Power Point - Creating & opening presentations, slide layout, animation schemes to slides; MS-Excel – worksheets, Cell Referencing, Functions & Formulas, Chart.

**Unit IV:** MS-Access - Creating & Managing Databases: Create tables, Managing Data in Access: Forms - Creating Forms, Data entry on Form; Working with reports; MS-Projects

**Unit V:** Networks: Introduction to Networks-Overview, Types of Networks; Concepts of Internet-Overview, Applications of Internet, ECommerce.

**a) Recommended Text Book(s):**

1. Peter Norton,” Introduction to Computers”, Tata McGraw-Hill, 6th Edition.

**b) Reference Books:**

1. Information Technology for Management, Ramesh Behl -Tata McGraw Hill Pvt ltd.
2. Alexis Leon, Mathews Leon,” Introduction to Computers with MS-Office 2000”, Tata McGraw-Hill, 2006

**c) Journals to be Referred:**

1. Journal for IT Education.
2. Indian Journal for Information Science and Technology.
3. Indian Journal for Computing Technology.
4. Oriental Journal of Computing Science and Technology.
5. Computer User.

