

COURSE CODE:

IGIT– 101-CR1

COURSE TITLE:

BASICS OF INFORMATION TECHNOLOGY

CREDITS

4+2 = 06

UNIT-I Introduction to Information Technology Tools

Introduction to Computers: History, Elements of a Computer System: Block Diagram of the Computer System, Introduction to various units: CPU, Memory, Input and Output devices, Auxiliary storage devices. System and Application Software, Utility packages, Configuration of Computer System, Operating System, Programming Languages. Translators: Assembler, Compiler and Interpreter. Introduction to MS-DOS/WINDOWS/LINUX/UNIX

UNIT-II Number System and Data Information Concepts

Decimal, Binary, Octal, Hexadecimal, conversion from one Number system to another. Signed Binary numbers, Binary arithmetic Binary codes: BCD, EBCDIC, ASCII, UNICODE, Gray Code, Excess 3 code conversion from one code to another. Logic Gates - AND, OR, NOT, NAND, NOR, Exclusive OR and EX-NOR- Implementations of Logic Functions using gates, NAND and NOR implementations

UNIT-III: Advanced Trends in IT

Fundamentals of E governance, Wireless: Mobile Internet, GPS, 2G, 3G, 4G, Wi-Fi, Bluetooth, Social Networking, Cloud Technology, Virtual LAN Technology, Firewall, E-Commerce Internet Technology: Services and Basic terminology, Social Networking, Web browsers, Internet addresses, Domain names, Web Search engines, electronic mail and voice mail.

UNIT-IV: Office Automation Tools

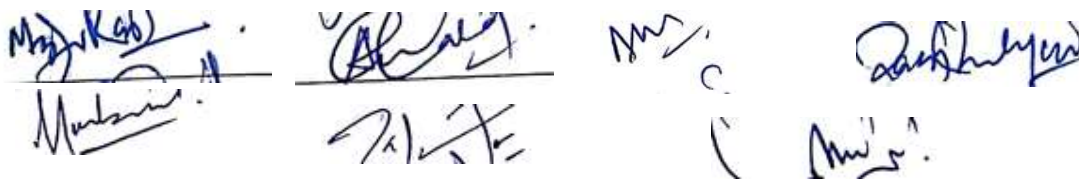
Word Processing- MS-Word: Introduction to word processing, Objectives, Features, Creating, Saving and Opening Documents in Word, Interface, Toolbars, Ruler, Menus, Editing, Previewing, Printing, & Formatting a Document, Find & Replace, Using Thesaurus, Using Auto- Multiple Functions, Mail Merge.

Worksheet- MS-Excel: Introduction to Worksheet, creating worksheet, entering into worksheet, heading information, data, text, dates, alphanumeric values, Toolbars and Menus, working with single and multiple workbook, working with formulae & cell referencing, Auto sum.

MS Power Point: Introduction, Creation of Presentation (Creating a Presentation Using a Template, creating a Blank Presentation), Entering and Editing Text, Inserting and Deleting Slides in a Presentation, Preparation of Slides, Inserting Word Table or an Excel Worksheet, Adding Clip Art Pictures, Inserting Other Objects, Using hyperlinks.

Suggested Readings:

1. Sanders, D.H., "Computer Today ", Mc-Graw Hill, 1988.
2. Suresh K. Basandra, "Computers Today", Galgotia Publications Pvt. Ltd.
3. Microsoft Web Publishing Step by Step, Active Education.
4. Bokhari& Ahmad "UNIX Operating System", DhanpatRai& Co.
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-Hill



The image shows four handwritten signatures or initials in blue ink, arranged horizontally. From left to right: 1. A signature that appears to be 'M. K. G.' with a horizontal line underneath. 2. A signature that appears to be 'A. K.' with a horizontal line underneath. 3. A signature that appears to be 'M. S.' with a horizontal line underneath. 4. A signature that appears to be 'R. S.' with a horizontal line underneath.