



# CLUSTER UNIVERSITY SRINAGAR

## SYLLABUS (FYUP UNDER NEP 2020)

**Offered By Department Of INFORMATION TECHNOLOGY**

**Semester 1<sup>st</sup> to 3<sup>rd</sup> (Multi-Disciplinary Course)**

### ***Course Title: Information Technology Concepts & Application***

**Course Code:** UGICT22D101

**Credits:** 3

**Contact Hrs:**45

**Max. Marks:** 75

**External:** 55; **Min Marks:** 22

**Internal (Continuous Assessment):** 20 Marks, **Min Marks:** 08

**Objective:** This course introduces learners with basic computer fundamentals, concept of Operating systems, basic knowledge about various word processing and spreadsheet making software, presentation basics, understanding the basics of internet and career paths in IT.

**Course Outcomes:** After Completion of this course, the learner should be able to:

- Understand various concepts of ICT and Enumerate different types of input/output devices and types of memory
- Understand basic concepts of operating system and familiarize with various operating Systems
- Use Word processing, presentation and spreadsheet making softwares.
- Understand various concepts of internet including technologies and services.
- Understand and familiarize with the latest developments in the field of IT.

#### **Unit 1: Basics**

**15 Hrs**

**Introduction:** ICT concepts, Components of a computer, Hardware and its types, Software and its types, Installing a software, Open-source software, Memory concepts, Primary Vs Secondary Storage.

**Operating Systems:** Introduction, Basics of popular Operating Systems, Features and functions, Performing basic operations in Windows.

Data Representation and storage concepts.

#### **Unit 2: Applications**

**15 Hrs**

**Word processing:** Basic operations in word processing software, Opening, Closing and Saving a File, Exploring the Menu bar, Title bar, Tool bar, formatting a word document, Inserting Tables, Images in Word, Spelling and Grammar check.

**Using Spreadsheets:** Basics of spreadsheet, Cell manipulation, Basic formulas and functions in Spreadsheet, Editing and printing spreadsheets, Toolbar and menus, cell referencing.

**Presentation basics:** Creating small presentations, using different presentation software like: MS-PowerPoint (Prezi, Canva, Google slides) etc., Using different templates, Slide-show, Entering and editing text, Inserting and deleting slides, using hyperlinks, Taking printouts of Presentation / Handouts.

#### **Unit 3: Advanced Trends**

**15 Hrs**

**Internet Technology:** Services and basic terminology, www, social networking, web browsers, Internet addresses, Domain name, Web search engines, e-mail services. Mobile Internet: GPS, 2G, 3G, 4G, Wi-Fi, Bluetooth. Using Google workspace.

**Career Paths in IT:** IT Certifications and their importance in career development. Introduction to e-learning tools.

#### **References:**

1. Introduction to Information Technology, V. Rajaraman, PHI
2. Introduction to Computers, Peter Norton, 7<sup>th</sup> Edition, McGraw Hill Education
3. Computer Fundamentals, Anita Goel, Pearson Education India