PROGRAMME: THREE-YEAR DEGREE

Semester-wise Syllabus under CBCS(w.e.f. 2020-21 Admitted Batch)

I Year B.A. (CA) / B Com (CA) / B.Sc. (CA), SEMESTER- I

Discipline: COMPUTER APPLICATIONS

INFORMATION TECHNOLOGY

Semester	Course Code	Course Title	Hours/Week	Hours	Credits
I	C1	Information Technology	4	60	3

Model Outcomes:

At the end of the course, the students is expected to DEMONSTRATE the following cognitive abilities (thinking skill) and psychomotor skills.

A. *Remembers and states in a systematic way (Knowledge)*

1. Describe the fundamental hardware components that make up a computer's hardware and the role of each of these components
2. understand the difference between an operating system and an application program, and what each is used for in a computer
3. Use technology ethically, safely, securely, and legally
4. Use systems development, word-processing, spreadsheet, and presentation software to solve basic information systems problems

B. *Explains (Understanding)*

5. Apply standard statistical inference procedures to draw conclusions from data
6. Retrieve information and create reports from databases
7. Interpret, produce, and present work-related documents and information effectively and accurately

C. *Critically examines, using data and figures (Analysis and Evaluation**)*

8. Analyse compression techniques and file formats to determine effective ways of securing, managing, and transferring data
9. Identify and analyse user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing based systems.

10. Analyse a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
11. Identify and analyse computer hardware, software

D. Working in 'Outside Syllabus *Area' under a Co-curricular Activity*(Creativity)
Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.

E. Efficiently learn and use Microsoft Office applications.

Syllabus:

Unit	Details
I	**Introduction:** Computer Definition - Characteristics and Limitations of Computer, Generations of Computer, Classification of Computers, Applications of Computer, Hardware — Basic organization of Computer - Input and Output Devices
II	**Memories:** primary, secondary and cache memory, **Software:** types of software, system software, Application software, commercial software, open source software, domain software and free ware software, Programming Languages: Introduction to Programming Languages – Generations of Programming Languages
III	**MS word:** Features of MS Word - Parts of Word Window – Creating, Saving, Opening document, Printing, **Formatting**: Formatting of Text and Paragraph - Bullets and Numbering - **Editing** - Moving and Copying - Find and Replace Text – **Tables:** Creating tables, inserting and deleting rows and columns, Insertion of pictures – Insertion of clipart - Headers and Footers - Mail Merge
IV	**MS Excel:** Features of Excel, Parts of Excel window, Workbooks, Creating, Opening and Saving a Workbook, Worksheets, rows, columns, Inserting and Deleting rows and columns, cells, Entering labels, values, and formulas in worksheet, **Formatting**: Adjusting row height and column width - Formatting cell values, **Formulas and Functions**: operators used in formula, cell references in formula, Mathematical, Statistical, Logical and Text functions, **Charts**: Different types of charts, Creating a chart

V	**MS Power point:** Features of PowerPoint, Parts of PowerPoint window, creating, saving and opening presentation, working with slides: Inserting, deleting, copying slides, editing text, formatting text, Formatting and Modifying Presentations: Applying transition and animation to the slides, inserting music or sound on a slide, viewing slide show

Learning Resources (Information Technology)

References:

(1) P.Mohan computer fundamentals- Himalaya Publications.
(2) R.K.Sharma and Shashi K Gupta, Computer Fundamentals - Kalyani Publications
(3) Fundamentals of Computers By Balagurusamy, Mcgraw Hill
(4) Microsoft Office 2007 Fundamentals, 1st Edition By Laura Story, Dawna Walls
(5) MS-Office S.S. Shrivastava
(6) MS-OFFICE 2007 Training Guide Prof. Satish Jain, M. Geetha, Kratika BPB Publications

Online Resources:

https://support.office.com/en-us/office-training-center
https://www.skillshare.com/browse/microsoft-office
https://www.tutorialspoint.com/computer_fundamentals/index.htm
https://www.javatpoint.com/computer-fundamentalstutorial
https://edu.gcfglobal.org/en/subjects/office/
https://www.microsoft.com/en-us/learning/training.aspx