

Fundamentals of I.T & Programming (for CCA)

Objective: This subject aims to introduce skills relating to basic concepts and terminology of information technology & programming.

Outcome: At the end of this course, student should be able to

- (a) Understand basic concepts of I.T.
- (b) Have a basic understanding of personal computers and their operations.
- (c) Able to use MS office tools.
- (d) Understand basics of Programming.

Unit I: Introduction

Introduction to computers: definitions, evolution, characteristics, Organization of a Computer, Classifications, Distributed Computers, Parallel Computers, Computer Memory: Random Access Memory (RAM), Read Only Memory (ROM), External Memory (Secondary Memory), Compact Disk Read Only Memory, Magnetic Storage Drives, USB, Software: Types of S/W - System Software: Operating System, Utility Programs Application Software, Overview of proprietary software, Overview of open source technology

UNIT III Introduction to MS Word

MS Word Processing basics, Menu Bar, Using The Icons Below Menu Bar; Opening and closing Documents: Save and Save as, Page Setup, Print Preview; Text Creation and manipulation: Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check; Formatting the Text: Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case; Formatting a document: Set page margin, paragraphs and sections within a document, Adjust indents and hanging indents; Table Manipulation: Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column Border and shading, Table Formula;

UNIT III Spreadsheets and Presentations

Spread Sheet: Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks; Manipulation of Cells: Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width; Formulas and Function: Using Formulas, Function, basic mathematical operators, using AutoSum etc., using formulas with multiple cell references; Presentation - Basic Concepts of presentation: Using PowerPoint, Opening A Power Point Presentation, Saving A Presentation; Creation of 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, Inserting Other Objects,

UNIT IV Introduction to Programming

Programming Language: Machine Language, Assembly Language, High Level Language their advantages & disadvantages. Basic concepts – data types and its representation in programming, basic arithmetic operations – addition, multiplication, division, modulus; conditional checks, relational and comparisons and loops

Reference books

1. Introduction to Information Systems, [James O'Brien](#), [George Marakas](#), TMH
2. “Information Technology for Management”, (2010) Behl, Ramesh, 1st Ed Tata McGraw Hill, New Delhi
3. Alexis & Mathews: “Fundamentals of Information Technology”, Vikas Publication.
4. Turban - Information technology for Management : Transforming Organization in Digital Economy 7/e- Wiley
5. [Henry Lucas](#), Information Technology For Management, TMH