

Elements of Information Technology

Theory Credits: 3

Lab Credits: 1

Objective:

This course provides an introduction to the internal operation of modern computer systems. In particular, the course will cover low-level hardware details, data representation, basic computer system organization (CPU, I/O, memory and other peripherals). The intent of this course is to provide thorough understanding of fundamentals of the computer design. MS-Word and MS-Powerpoint is covered to learn office automation tools and get acquainted with the MS_Windows environment.

Sr. No.	Topic Name	No. Of Hrs.
01.	Introduction	[03]
	Generations, Characteristics, computer systems today	
02.	Components of computer	[03]
04.	Data Representation	[09]
	Number system, Arithmetic addition subtractions, computer codes	
05	Introduction to MS Office	
	Office 2000, office suite, MS word – Menus, files, mail merge,* Ms Power point, Creating presentations, Adding slides, clipart gallery, Drawing in PowerPoint, Arranging, previewing and rehearsing, transition and build effects	[15]

	<p>Ms Excel</p> <p>Overviews of excel features, creating a new worksheet, selecting cells. Entering and editing text, values and formulas, formatting, working with multiple worksheets, viewing multiple windows, functions, charts, macros, data sorting, filtering and validation, inserting pictures and objects</p> <p>MS Access :Creating databases, queries, tables, forms, reports, modules</p>	20
		10
	Total	[60]

- a Fundamentals of Computers: V. Rajaraman
- b Computers Today by Sanders
- c Computers Fundamental by B Ram
- d Understanding Word by Bangia Ramesh