

<b>Course Title (MULTIDISCIPLINARY COURSE) 1<sup>st</sup> to 3<sup>rd</sup> SEMESTER</b>	<b>Course Code</b>	<b>Credits</b>
<b>BITo22I: INFORMATION TECHNOLOGY (BASIC COMPUTING)</b>	BIT122I	03

### **UNIT I**

**Definition** of Computer, Characteristics of Computer, Components of a Computer System, Hardware and Software, Classification of Computers, Evolution and Generations of Computers, System Software – Operating System and its Functions, Application Software – Office Packages etc., Input and Output Devices.

**Data representation** in Digital Computer. Number System and their Conversions.

### **UNIT II**

**Problem Solving** – Algorithm, Flowchart, Pseudocode and Source Code. Representation of Algorithm, Flowchart, Pseudo code with examples.

**Computer languages** - Machine language, Assembly language, Higher level languages, 4GL. Translator Programs - Compiler, Interpreter, Assembler.

**Internet**, History of Internet, Features and uses of Internet. Connecting to Internet, Internet Connections, Internet Services. Introduction to WWW, Web browsers, Websites, Email, Search Engine etc. URL, IP Address, Domain Name. Introduction to E-commerce, E-governance, E-government, with relevant examples like AMS, Admissions System etc.

### **UNIT III**

**MS office:** Introduction to MS office, Components and Features, Using Office in Online and Offline Mode.

**MS Word:** Creating Letter, Table, Fonts, Page Layout Document, Formatting, Spell Check, Print Preview, Template, Color, Mail Merge, Auto Text, Inserting Picture, Word Art.

**MS Excel:** Introduction to Excel, Sorting, Formulas, Graphs, Scientific Functions.

**PowerPoint:** Introduction to PowerPoint, Creation of Slides, Inserting Pictures, Preparing Slide Show with Animation.

### **Reference Books**

1. Introduction to Information Technology, V Rajaraman, PHI
2. Introduction to Computers, Peter Norton, 7<sup>th</sup> Edition, McGraw Hill Education
3. Fundamentals of Computers, V. Rajaraman, PHI Publications
4. Computer Fundamentals, Anita Goel, Pearson Education India
5. Mastering MS Office, Bittu Kumar, V&S Publishers.