

## A1-R4: IT TOOLS AND BUSINESS SYSTEM

### Outline of Course

S. No. Topic	Minimum number of hours
1. Computer Appreciation	04
2. Computer Organization	06
3. Operating System	13
4. Word Processing	06
5. Spreadsheet Package	09
6. Presentation Package	05
7. Data Base Operations	13
8. Information Technology and Society	04

**Lectures = 60**

**Practical/Tutorials = 60**

**Total = 120**

### Detailed Syllabus

#### 1. Computer Appreciation

**04Hrs.**

Characteristics of Computers, Input, Output, Storage units, CPU, Computer System, Binary, number system, Binary to Decimal Conversion, Decimal to Binary Conversion, ASCII Code, Unicode.

#### 2. Computer Organization

**06 Hrs.**

Central Processing Unit - Processor Speed, Cache, Memory, RAM, ROM, Booting, Memory- Secondary Storage Devices: Floppy and Hard Disks, Optical Disks CD-ROM, - 13 -DVD, Mass Storage Devices: USB thumb drive. Managing disk Partitions, File System Input Devices - Keyboard, Mouse, joystick, Scanner, web cam, Output Devices- Monitors, Printers – Dot matrix, inkjet, laser, Multimedia- What is Multimedia, Text, Graphics, Animation, Audio, Images, Video; Multimedia Application in Education, Entertainment, Marketing. Names of common multimedia file formats, Computer Software- Relationship between Hardware and Software; System Software, Application Software, Compiler, names of some high level languages, free domain software.

#### 3. Operating System

**13 Hrs.**

Microsoft Windows- An overview of different versions of Windows, Basic Windows elements, File management through Windows. Using essential accessories: System tools – Disk cleanup, Disk defragmenter, Entertainment, Games, Calculator, Imaging – Fax, Notepad, Paint, WordPad. Command Prompt- Directory navigation, path setting, creating and using batch files. Drives, files, directories, directory structure. Application Management: Installing, uninstalling, Running applications. Linux- An overview of Linux, Basic Linux elements: System Features, Software Features, File

Structure, File handling in Linux: H/W,S/W requirements, Preliminary steps before installation, specifics on Hard driverepartitioning and booting a Linux system.

#### **4. Word Processing**

**06 Hrs.**

Word processing concepts: saving, closing, Opening an existing document, Selecting text,Editing text, Finding and replacing text, printing documents, Creating and Printing MergedDocuments, Character and Paragraph Formatting, Page Design and Layout.Editing and Profiling Tools: Checking and correcting spellings. Handling Graphics, CreatingTables and Charts, Document Templates and Wizards.

#### **5. Spreadsheet Package**

**09 Hrs.**

Spreadsheet Concepts, Creating, Saving and Editing a Workbook, Inserting, Deleting WorkSheets, entering data in a cell / formula Copying and Moving from selected cells, handlingoperators in Formulae, Functions: Mathematical, Logical, statistical, text, financial, Date andTime functions, Using Function Wizard. Formatting a Worksheet: Formatting Cells – changing data alignment, changing date,number, character or currency format, changing font, adding borders and colors, Printingworksheets, Charts and Graphs – Creating, Previewing, Modifying Charts.Integrating word processor, spread sheets, web pages.

#### **6. Presentation Package**

**05 Hrs.**

Creating, Opening and Saving Presentations, Creating the Look of Your Presentation,Working in Different Views, Working with Slides, Adding and Formatting Text, FormattingParagraphs, Checking Spelling and Correcting Typing Mistakes, Making Notes Pages andHandouts, Drawing and Working with Objects, Adding Clip Art and other pictures, DesigningSlide Shows, Running and Controlling a Slide Show, Printing Presentations.

#### **7. Data Base Operations**

**13 Hrs.**

Data Manipulation-Concept: Database, Relational Database, Integrity. Operations: Creating, dropping, manipulating table structure. Manipulation of Data: Query, Data EntryForm, Reports.

#### **8. Information Technology and Society**

**04 Hrs.**

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Indian IT Act, Intellectual Property Rights – issues. Application of information Technology inRailways, Airlines, Banking, Insurance, Inventory Control, Financial systems, Hotelmanagement, Education, Video games, Telephone exchanges, Mobile phones, Informationkiosks, special effects in Movies.

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## **RECOMMENDED BOOKS**

### **MAIN READING**

1. P.K. Sinha and P. Sinha, “ Foundations of Computing” , BPB Publication, 2008.
2. Sagman S, “MS Office for Windows XP”, Pearson Education, 2007.
3. ITL Educational Society, “Introduction to IT”, Pearson Education, 2009.
4. Miller M, “Absolute Beginners Guide to Computer Basics”, Pearson Education, 2009.

### **SUPPLEMENTARY READING**

1. Turban, Mclean and Wetherbe, “Information Technology and Management” John Wiley & Sons.
2. Mansfield Ron, “Working in Microsoft Office”, 2008, Tata McGraw-Hill
3. Balagurusamy E, “Fundamentals of Computers”, 2009, Tata McGraw-Hill
4. Mavis Beacon, “All-in-one MS Office” CD based views for self learning, BPB Publication, 2008
5. Perry G, “MS Office 2007”, Pearson Education, 2008.
6. D’Suoza & D’souza, “Learn Computer Step by Step”, Pearson Education, 2006.
7. Kulkarni, “IT Strategy for Business”, Oxford University Press

**Refer: Open Office/ MS Office Environment for practice.**