**I B.COM I SEMESTER**

**Course 1C INFORMATION TECHNOLOGY**

**Hours per week: 5** **Credits: 4**

**Learning 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. Analyze compression techniques and file formats to determine effective ways of securing, managing, and transferring data
   9. Identify and analyze user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing based systems.
   10. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
   11. Identify and analyze 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-I: Introduction:**

Computer Definition - Characteristics and limitations of computer Hardware - Generations of Computer, Classification of Computers, Applications of Computer, Basic Components of PC, Computer Architecture - primary and secondary memories-input and output devices-operating system-function of operating system-types of operating system-languages and its types

**Unit-II: MS word:**

Word processing-Features-Advantages and Applications-parts of word window-Toolbar-Creating, saving, closing, opening and editing of a document-Moving and Coping a text-Formatting of Text and paragraph-bullets and Numbering-Find and Replace-Insertion of objects-Headers and footers-page formatting-auto correct-spelling and grammar-mail merge-macros

**Unit-III: MS Excel:**

Features – spread sheet-Workbook-Cell-Parts of a window-Saving, closing, opening of a work book-Editing-advantages-formulas-types of function-templates-macros-sorting- charts - filtering-consolidation-grouping-pivot table

**Unit-IV: MS Power point:**

Introduction – Starting-parts-Creating of tables-create presentation-templates-Auto content Wizard-Slide show-Editing of presentation-Inserting objects and charts

**Unit-V: MS Access:**

Orientation to Microsoft Access - Create a Simple Access Database - Working with Table Data - Modify Table Data - Sort and Filter Records - Querying a Database - Create Basic Queries - Sort and Filter Data in a Query - Perform Calculations in a Query - Create Basic Access Forms - Work with Data on Access Forms - Create a Report - Add Controls to a Report - Format Reports

**Reference Books:**


1. P.Mohan computer fundamentals- HimalyaPublications.
2. R.K.Sharma and Shashi K Gupta, computer fundamentals - Kalyani Publications
3. Fundamentals of Computers by Balagurusamy, Mcgraw Hill
4. Computer Fundamentals Anita Goel Pearson India
5. Introduction to Computers Peter Norton
6. Fundamentals of Computers Rajaraman V Adabala N
7. Office 2010 All-in-One For Dummies Peter Weverka
8. MS-Office S.S.Shrivastava
9. MS-OFFICE 2010 Training Guide Prof. Satish Jain, M. Geetha, Kratika BPB Publications.