

ST.JOSEPH,S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

II SEMESTER

COMMERCE

Time: 5Hrs/Week

COM 1304

INFORMATION TECHNOLOGY

Max.Marks:100

w.e.f. 2020- -2021 ('20AH' Batch)

SYLLABUS

LEARNING OBJECTIVES OF THE COURSE:

1. To acquire basic knowledge in information technology and its applications.
2. To provide a basis of understanding to the students with reference to working of basics of computer application software.
3. To make decisions related to work that demonstrates understanding of the importance of being an ethical computing professional.
4. To impart conceptual and practical knowledge of computer applications.
5. To develop the problem solving skills among students.

Learning outcomes: Upon completion of the course the students should be able to

CO1: Demonstrate a basic understanding of computer hardware and software.

CO2: Identify and analyze user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing-based systems.

CO3: Operate a variety of advanced spreadsheet, word processing, presentations and data base access functions.

CO4: Demonstrate problem solving skills.

CO5: Demonstrate employ ability skills and a commitment to professionalism.

UNIT-1: Introduction:

Computer Definition - Characteristics and Limitations of Computer— 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-2: 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-3: 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.

UNIT-4: 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-5: 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

References:

- (1) P. Mohan, computer fundamentals- Himalaya Publications, 2010
- (2) R.K.Sharma and Shashi K Gupta, Computer Fundamentals - Kalyani Publications, 2019
- (3) Balagurusamy, Fundamentals of Computers , Mcgraw Hill, 2014
- (4) Anita Goel Computer Fundamentals Pearson India, 2010
- (5) Peter Norton , Introduction to Computers 5th Edition
- (6) Rajaraman V Adabala N, Fundamentals of Computers ,6th Edition
- (7) Peter Weverka, Office 2010 All-in-One For Dummies, 2010
- (8) S.S. Shrivastava, MS-Office, 1st Edition
- (9) Prof. Satish Jain, M. Geetha, Kratika MS-OFFICE 2010 Training Guide BPB Publications

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