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

II SEMESTER **COMMERCE**  TIME:5HRS/WEEK

COM 1304(3) **INFORMATION TECHNOLOGY** MAX.MARKS:100

w.e.f. 2021-2022 Admitted Batch (21AI) **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 employability 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 aReport - Add Controls to a Report - Format Reports

### REFERENCES:

1. P.Mohan, computer fundamentals-HimalayaPublications, 2010
2. R.K.Sharma and Shashi K Gupta, Computer Fundamentals - KalyaniPublications, 2019
3. Balagurusamy, Fundamentals of Computers , McgrawHill, 2014
4. Anita GoelComputer Fundamentals PearsonIndia, 2010
5. PeterNorton, Introduction to Computers 5th Edition
6. [Rajaraman V](https://www.amazon.in/s/ref%3Ddp_byline_sr_book_1?ie=UTF8&field-author=Rajaraman%2BV&search-alias=stripbooks) [AdabalaN](https://www.amazon.in/s/ref%3Ddp_byline_sr_book_2?ie=UTF8&field-author=Adabala%2BN&search-alias=stripbooks), Fundamentals of Computers ,6th Edition
7. [PeterWeverka](https://www.amazon.com/Peter-Weverka/e/B001HCZ9YM/ref%3Ddp_byline_cont_book_1), Office 2010 All-in-One For Dummies,2010
8. [S.S.Shrivastava](https://www.amazon.in/s/ref%3Ddp_byline_sr_book_1?ie=UTF8&field-author=S.S.%2BShrivastava&search-alias=stripbooks), MS-Office,1st Edition
9. Prof. Satish Jain, M. Geetha,KratikaMS-OFFICE 2010 Training Guide [BPB Publications](https://bpbonline.com/collections/vendors?q=BPB%20Publications) ,2010

### RECOMMENDED CO-CURRICULAR ACTIVITIES: MEASURABLE

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual andchallenging)
2. Student seminars (on topics of the syllabus and related aspects(individualactivity))
3. Quiz (on topics where the content can be compiled by smaller aspects and data (Individuals or groups asteams))
4. Field studies (individual observations and recordings as per syllabus content and related areas (Individual or teamactivity))
5. Study projects (by very small groups of students on selected local real-time problems pertaining to syllabus or related areas. The individual participation and contribution of students shall be ensured (teamactivity))

### GENERAL:

1. GroupDiscussion
2. Visit to Software Technology parks /industries

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

I SEMESTER **COMPUTER SCIENCE**  TIME:2HRS/WEEK

COM 1351 (2) **Information TECHNOLOGY LAB**  MAX.MARKS:50 w.e.f. 2021-2022 Admitted Batch (21AI) **PRACTICAL**

**COURSE OBJECTIVES:** To enable the students to:

* Understand why computers are essential components in business, education and society.
* Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software and the Internet.
* Provide hands-on use of Microsoft Office applications Word, Excel, Access and PowerPoint.

**COURSE OUTCOMES:** Upon successful completion of the course, a student will be able to:

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

5. Efficiently learn and use Microsoft Office applications.

* MS word creation of documents letters invitations etc, tables, mail merge, animations in word, formatting text
* MS Excel performing different formulas, creating charts, macros
* MS power point slide creation, creation of animation
* MS Access creation of database, forms and reports

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