

PAPER CODE: BB107: INTRODUCTION TO INFORMATION TECHNOLOGY

Learning Objectives:

- The Information Technology focuses on preparing students meeting their needs within an organizational and societal context through the selection, creation, application, integration and administration of computing technologies.
- This course prepares the student to become skilled in networks and communications systems, databases, Internet and Web technologies, security and project management, and have a strong grasp of business concepts and technical communications.

UNIT-I: COMPUTER CONCEPTS & APPLICATION:

Introduction to Computer Concepts: History, Classification, Computer Hardware, Software. Information Systems, Computer Based Information System, Trends in IT Evolution, Types of Information Systems, Impact of IT on Organization & Jobs.

UNIT- II: STORAGE DEVICES:

Concept of Micro – mini and Mainframe Computer. - Units of a Computer CPU – Memory unit. Arithmetic Logic Unit – Control unit – Input Devices – Keyboard – Visual Display Terminal – Graphical Devices — Storage units – Magnetic Disk units – Floppy Disks – Compact Disks – Printers plotters, Online storage devices.

UNIT-III: WORD PROCESSING:

Introduction to Word Processing: Creating, Editing & Saving Documents, Formatting Features of Word Processing. Working with Tables, Working with Graphs, Mail Merging, Previewing, and Printing a Document, Spell Check & Grammar Check.

UNIT-IV: SPREAD SHEET & PRESENTATIO:

Introduction to Electronic Spread Sheet: Creating, Naming & Saving of Worksheets, Data Entry- Manual & Automatic, Formatting Features, Types of Built Function, Graphs, and Data Management Files. Presentation Software: Presentation Basics, Creating, Saving & Displaying the Presentation.

UNIT-V: COMPUTER SECURITY:

Need for Security - Security Threat & Attack - Malicious Software, Hacking Security Services - Security Mechanisms - Cryptography, Digital Signature, Firewall - Types of Firewall - Identification or Authentication – Biometric Techniques- other Security Measures - Security Policy.

REFERENCE BOOKS:

1. Alexis Leon & Mathew Leon, Introduction to Computers, Tata McGraw Hill-2001
2. Barbara C. Mc. Nurlin & Ralph H. Srague, Information System Management in Practice, 7th Edition, Pearson Publishers, 2005.
3. V. Rajaraman, “Fundamentals of Computers”, 5th Edition, PHI, 2010.
4. Turban Rainer and Potter, “ Introduction to Information Technology”, John Wiley and Sons, 2nd Edition, 2003

Learning Outcomes:

- Be able to apply knowledge of computing and mathematics appropriate to the discipline
- Be able to analyze a problem, and identify and define the computing requirements appropriate to its solution
- Be able to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs
- Be able to function effectively on teams to accomplish a common goal