

CP-105: INFORMATION TECHNOLOGY

Objectives:

The objective of the course is to make student aware about the emerging information technological issues engaging the world.

Course Contents

Unit -I

Introduction to Computers: Evolution of Computers, Basic Architecture and components, Application Software and Packages - Introduction to Embedded Software. Artificial intelligence (AI), AI Tools –An overview. Fundamentals of operating system- Windows, Unix/Linux, Android.

Unit -II

Software Packages

- a) Word Processor –Editing, Printing and Formatting of Document Mail merge.
- b) Electronic Spread sheet – Range, Formulas, Functions, Graphs, Basis statistical formulae.
- c) Presentation Tool – Creating effective presentations

Unit -III

File and Data Management –Data files types/Organizations; Master & Transaction Files; Basics of Data Processing; Introduction to DBMS concepts, DBMS Software: Creating a database, Data entry and basic queries. Report generation & Label generation .

Unit -IV

Financial Accounting Software- Account creation, Journal Entry, Ledger posting, Balance Sheet, P&L Account, Flow Charting : Input-Process –Output presentation , Programming Concepts. Data Communications And networking _LAN & WAN.

Unit -V

,Introduction to World Wide Web-Internet operations, emerging communication technologies .Introduction to Social Networking, E Commerce ,E –Banking And E- Governance .

Suggested Readings

1. Rajaraman, V. (2004). *Introduction to Information Technology*. PHI.
2. Turban, Rainer and Potter (2003). *Introduction to information technology*. John Wiley and sons.
3. Sinha, P.K., PritiSinha (2002). *Foundation of computing*. BPB Publications.
4. Ram, B. (2003). *Computer Fundamentals*. New Age Publications

The list of cases and specific references including recent articles will be announced in the class at the time of launching of the course.