B Com	Semester: I(Computer Applications)	Credits: 4
Course: 1C	**INFORMATION TECHNOLOGY**	Hrs/Wk: 5

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

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.

ONLINE RESOURCES:

https://support.office.com/en-us/office-training-center
https://www.skillshare.com/browse/microsoft-office
https://www.tutorialspoint.com/computer_fundamentals/index.htm
https://www.javatpoint.com/computer-fundamentaltutorial
https://edu.gcfglobal.org/en/subjects/office/
https://www.microsoft.com/en-us/learning/training.aspx

PRACTICAL COMPONENT: @ 2 HOURS/WEEK/BATCH .

- 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

RECOMMENDED CO-CURRICULAR ACTIVITIES:

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

Measurable

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging).
2. Student seminars (on topics of the syllabus and related aspects (individual activity).
3. Quiz (on topics where the content can be compiled by smaller aspects and data (Individuals or groups as teams)).
4. Field studies (individual observations and recordings as per syllabus content and related areas (Individual or team activity).
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 (team activity)).

General.

1. Group Discussion.
2. Visit to Software Technology parks / industries

RECOMMENDED CONTINUOUS ASSESSMENT METHODS:

Some of the following suggested assessment methodologies could be adopted:

1. The oral and written examinations (Scheduled and surprise tests).
2. Closed-book and open-book tests.
3. Coding exercises.
4. Practical assignments and laboratory reports.
5. Observation of practical skills.
6. Individual and group project reports.
7. Efficient delivery using seminar presentations.
8. Viva voce interviews.
9. Computerized adaptive testing, literature surveys and evaluations.
10. Peers and self-assessment, outputs form individual and collaborative work.