Semester: II
Paper No: 4
Course Code: 2004
Paper: Introduction to ICT
Marks: 100 (Internal 25 + External 75)
Credits: 4
Semester End Examination: 75 Marks
Continuous Internal Evaluation: 25 Marks
Duration of the Exam: 3 hours

Internal Evaluation Criteria:
All modes of internal evaluation should be conveyed to the students in the beginning of the semester.

Criteria	Mode of Evaluation	Marks
Surprise Test / Tests	Score	10
Assignment on MS Word or Power point	Presentation	15
	Total	25

Objectives:

The student will gain a broad understanding of the fundamentals of computers and the practical use of computers in various business applications

Module	No.	Topics	Contact Hours	Weight age (%)
I	1.	Basic Concepts of Computer Introduction to Computers Define Data, Instruction, Information Basics of Hardware and Software Characteristics of Computers Evolution of Computer Generation of Computers Various fields of application of Computers	04	25
	2.	Programming Languages System Software and Applications Operating System Functions of OS Types of OS File System Knowledge and application of OS Computer Security	04	
	3.	Computer Organization Block Diagram of Computer system: Central processing unit, main memory unit Input-Output Devices Primary memory Memory representation Memory hierarchy Random access memory Types of RAM Read-only memory Types of ROM Secondary storage Classification of secondary storage devices Magnetic tape Magnetic disk Optical disk Mass Storage Device	07	
II	4	Introduction to MS-Word – Introduction to Word Processing, Features Formatting Documents Paragraph Formatting Indents, Page Formatting Header and Footer Bullets and Numbering, Tabs Tables Formatting the Tables Finding and Replacing Text Mail Merging etc.	7	25

	5	Introduction to MS PowerPoint – PowerPoint Features of MS PowerPoint Clipping Slide Animation Slide Shows Formatting etc.	08	
III	6	Introduction to ms-excel – Introduction to electronic spreadsheets Feature of ms-excel Entering data Entering series Editing data Cell referencing Ranges Formulae Functions Auto sum Copying formula Formatting data Creating charts Creating database Sorting data Filtering etc.	15	25
IV	7.	Internet and its Usage Internet and Its Applications • What is Internet • Internet applications and Services • Types of Internet Connections Web Browsing • Types of Web Browser • File Transfer Protocol (FTP) • File downloading and Uploading • Web 2.0 and Web 3.0 Internet Communications • E-Mail • website surfing and Business applications of EDI • Netiquette • Cyber crime and Cyber Law • Green Computing • Social networking • Instant Messaging ▪ Internet Chatting ▪ Internet telephony ▪ Skype	15	25
		Total	**60**	**100**

Reference Books:

1 Computer Fundamentals, P. K. Sinha, Fourth Edition, BPB Publication, New Delhi
2 Office 2007 in Simple Steps, Kogent Solutions Inc., Dreamtech Press, 2008
3 Introduction to Computer Science, ITL Education Solutions Limited, Pearson Education India, 2011
4 Introduction to Computers, Peter Norton, Sixth Edition, McGraw Hill