PLANNED SYLLABUS COVERAGE

GPB	Department : Applied Sciences & Humanities		Subject : INTRODUCTION TO IT SYSTEMS		
	Course : Introduction to IT Systems 2nd Semester - EE		Duration : 29-01-24 TO 25-05-2024		
SYLLABUS COVERAGE	Total Periods : 6 /WEEK	Theory : 28	Practical : 56		

Sr No	Period Nos	Topic	Details	Instruction Reference	Additional Study Recommended	Remarks
1.	6 hrs (1-6)	**UNIT-1** **Basic of computer system (1-6 hrs)**	BLOCK DIAGRAM OF COMPUTER SYSTEM. UNDERSTANDING HARDWARE COMPONENTS. CPU, MEMORY, DISPLAY DEVICES, CRT, LCD,LED MONITOR, KEYBOARD ,MOUSE, HDD, RAM,ROM ETC.	**(R.S. SALARIA)** **COMPUTER FUNDAMENTAL**	**FUNDAMENTALS OF COMPUTER (V.RAJA RAMAN)** **BASIC OF COMPUTER**	
2.	4 hrs (7-10)	**UNIT-2** **Software Concepts (7-10 hrs)**	SOFTWARE AND ITS TYPES. OPERATING SYSTEM: DEFINITION, TYPES. FUNCTION OF OPERATING SYSTEM. BOOTING THE SYSTEM COLD AND WARM	**INFORMATION TECHNOLOGY** **TATA MCGRAHILL**		
3.	6 hrs (11-16)	**UNIT-3** **Internet Skills (11-16)**	UNDERSTANDING INTERNET WEB BROWSER. SEARCH ENGINE & WORLD WIDE WEB. TYPES OF NETWORKS. AWARENESS ABOUT GOVT. PORTALS AND OTHERS. INSTITUTE PORTALS.		IP BOOK OF COMPUTER SCIENCE BY HPBOSE (9TH ,10TH , +1 AND +2)	

4.	4 hrs (17-20)	**UNIT-4 Working with MS-word (Word Processor) (17-20)**	FILE MANAGEMENT (CREATING NEW DOCUMENT, SAVING AND PRINTING DOCUMENT) EDITING DOCUMENT USE OF HOME, INSERT, DESIGN, LAYOUT RIBBONS.	HAND BOOK EAGLE'S INTRODUCTION TO IT SYSTEM (DR. VIPAN ARORA)
5.	5 hrs (21-25)	**UNIT-5 Working with MS-Excel (Data Entering and Processing) (21-24)**	WORKING WITH SPREAD SHEETS. ENTERING DATA INTO CELLS, MERGING CELLS, FORMULA BAR , USAGE OF FUNCTIONS SUCH AS SUM, AVERAGE, MIN ,MAX, PERCENTAGE, ROUND, FLOOR, CEILING, CONDITIONAL FORMATTING OF CELLS	
6.	3 hrs (26-28)	**UNIT-6 Information Security (26-28)**	CONCEPTS OF ONLINE FRAUDS. THREATS OF ONLINE CRIME VIRUS ATTACKS AND USE OF ANTIVIRUS.	

APPROVED	SIGN HOD
DATE 28/04/ 2024	