PLANNED SYLLABUS COVERAGE

GPB	Department : Applied Sciences & Humanities		Subject : INTRODUCTION TO IT SYSTEMS	
	Course : Introduction to IT 2nd Semester EE		Duration : 22-02-2-23 TO 15-06-2023	

SYLLABUS COVERAGE	Total Periods : 6 /WEEK		Theory : 28		Practical : 56	

Sr No	Period Nos	Topic	Details	Instruction Reference	Additional Study Recommended	Remarks
1.	4th week of feburary. (1-2hrs) 1st week of March.(3-4 hrs) 2nd week of March.(5-6 hrs) 3rd week of March.(7-8 hrs)	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.	4th week of March.(9-10 hrs) 1st week of April (11-12 hrs)	UNIT-2 Software Concepts (7-10 hrs) UNIT-3 Internet Skills (11-16)	SOFTWARE AND ITS TYPES. OPERATING SYSTEM: DEFINITION, TYPES. FUNCTION OF OPERATING SYSTEM. BOOTING THE SYSTEM COLD AND WARM	INFORMATION TECHNOLOGY TATA MCGRAHILL		
3.	2nd week of April (13-14 hrs) 3rd week of April(15-16hrs) 4th week of April(15-16 hrs)		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.	1st week of may(17-18 hrs) 2nd week of may(19-20)	**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.	3rd week of may (21-22hrs) 1st week of jun(23-24hrs)	**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.	2nd week of jun (27-28 hrs)	**UNIT-6 Information Security (26-28)**	CONCEPTS OF ONLINE FRAUDS. THREATS OF ONLINE CRIME VIRUS ATTACKS AND USE OF ANTIVIRUS.		

APPROVED	SIGN HOD
DATE ----21/21/2023------	