

## PLANNED SYLLABUS COVERAGE

<b>GPB</b>		<b>Department : Applied Sciences &amp; Humanities</b>		<b>Subject : INTRODUCTION TO IT SYSTEMS</b>		
		<b>Course : Introduction to IT Systems 1st Semester - ME</b>		<b>Duration : 22-02-23 TO 15-06-2023</b>		
<b>SYLLABUS COVERAGE</b>		<b>Total Periods : 6 /WEEK</b>		<b>Theory : 28</b>		<b>Practical : 56</b>
Sr No	Period Nos	Topic	Details	Instruction Reference	Additional Study Recommended	Remarks
1.	6 hrs (1-6)	<b>UNIT-1</b> <b>Basic of computer system (1-6 hrs)</b>	BLOCK DIAGRAM OF COMPUTER SYSTEM. UNDERSTANDING HARDWARE COMPONENTS. CPU, MEMORY, DISPLAY DEVICES, CRT, LCD, LED MONITOR, KEYBOARD, MOUSE, HDD, RAM, ROM ETC.	<b>(R.S. SALARIA)</b> <b>COMPUTER FUNDAMENTAL</b>	<b>FUNDAMENTALS OF COMPUTER (V.RAJA RAMAN)</b>  <b>BASIC OF COMPUTER</b>	
2.	4 hrs (7-10)	<b>UNIT-2</b> <b>Software Concepts (7-10 hrs)</b>	SOFTWARE AND ITS TYPES. OPERATING SYSTEM: DEFINITION, TYPES. FUNCTION OF OPERATING SYSTEM. BOOTING THE SYSTEM COLD AND WARM	<b>INFORMATION TECHNOLOGY TATA MCGRAHILL</b>		
3.	6 hrs (11-16)	<b>UNIT-3</b> <b>Internet Skills (11-16)</b>	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 ( 9 <sup>TH</sup> , 10 <sup>TH</sup> , +1 AND +2)	



4.	4 hrs (17-20 )	<b>UNIT-4 Working with MS- word (Word Processor) (17-20)</b>	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 )	<b>UNIT-5 Working with MS- Excel (Data Entering and Processing) (21-24)</b>	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 )	<b>UNIT-6 Information Security (26-28)</b>	CONCEPTS OF ONLINE FRAUDS. THREATS OF ONLINE CRIME VIRUS ATTACKS AND USE OF ANTIVIRUS.			

<b>APPROVED</b>	<b>SIGN HOD</b>
DATE <u>7-8-2023</u>	