

GPB		Department : Applied Sciences & Humanities		Subject : INTRODUCTION TO IT SYSTEMS		
		Course : Introduction to IT System 1 st Semester ME		Duration : ---8-25 TO 26-11-2025		
SYLLABUS COVERAGE		Total Periods : 6 /WEEK		Theory : 28		Practical : 56
Sr No	Period Nos	Topic	Details	Instruction Reference	Additional Study Recommended	Remarks
1.	4	UNIT-1 Basic of computer system (1-4 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)	
2.	5	UNIT-2 Software Concepts (5-9 hrs)	SOFTWARE AND ITS TYPES. OPERATING SYSTEM: DEFINITION, TYPES. FUNCTION OF OPERATING SYSTEM.	INFORMATION TECHNOLOGY TATA MCGRAHILL	BASIC OF COMPUTER	
3.	4	UNIT-3 Internet Skills (10-13)	BOOTING THE SYSTEM COLD AND WARM 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 TH , 10 TH , +1 AND +2)	

PLANNED SYLLABUS COVERAGE

CPB		Department : Applied Sciences & Humanities		Subject : INTRODUCTION TO IT SYSTEMS		
		Course : Introduction to IT Systems 1 st Semester ME		Duration : --8-25 TO 26-11-2025		
SYLLABUS COVERAGE		Total Periods : 6 /WEEK		Theory : 28		Practical : 56
Sl. No.	Period No.	Topic	Details	Instruction Reference	Additional Study Recommended	Remarks
1.	1	UNIT-1 Basic Computer System (1-4 hrs)	BLOCK DISPLAY OF COMPUTER SYSTEM. HARDWARE AND SOFTWARE 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)	
2.	5	UNIT-2 Software Concepts (5-9 hrs)	SOFTWARE AND ITS TYPES. OPERATING SYSTEM: DEFINITION, TYPES.	INFORMATION TECHNOLOGY DATA MCGRAHILL	BASIC OF COMPUTER	
3.	4	UNIT-3 Internet Skills (10-13)	FUNCTION OF OPERATING SYSTEM. BOOTING THE SYSTEM COLD AND WARM 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 TH , 10 TH , +1 AND +2)	

4.	5	UNIT-4 Working with MS- word (Word Processor) (14-18)	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	UNIT-5 Working with MS- Excel (Data Entering and Processing) (19-23)	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.	2	UNIT-6 Information Security (24-25)	CONCEPTS OF ONLINE FRAUDS. THREATS OF ONLINE CRIME VIRUS ATTACKS AND USE OF ANTIVIRUS.			

APPROVED	SIGN HOD
DATE <u>01/08/2025</u>	