PLANNED SYLLABUS COVERAGE

GPB	Department : Applied Sciences & Humanities		Subject : INTRODUCTION TO IT SYSTEMS	
	Course : Introduction to IT Systems 2nd Semester - EE		Duration : 27-01-25 TO ---05-2025	
SYLLABUS COVERAGE	Total Periods : 6 /WEEK	Theory : 28	Practical : 56	
Sr No	Period Nos	Topic	Details	Instruction Reference	Additional Study Recommended	Remarks
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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 27/05/2025	