

SEC-105-ICT: Information and Communication Technology

Unit I: Introduction to Information Technology: Information Technology: Data, Information, Application of IT; Computer: Definition, Characteristics, Application; Components of Computer System: Central Processing Unit(C.P.U), Input and Output Devices; Memory; Concept of Hardware and Software, Classification of computers. Introduction to Operating Systems (D.O.S, Windows and Linux).

Unit II: Application Softwares: Word Processing: Creating, Editing and Printing Documents. Formatting paragraph and character styles, changing fonts and their sizes. Table: creation, concept of rows and columns, inserting and deleting rows and columns. Mail merge, Labels and Envelopes, Resume Creation. Paint: Drawing, picture editing, image file formats:

Unit III: Application Software Spreadsheets: Elements of Spreadsheets, Manipulation of Cells, Inserting and Deleting rows and columns: Formulae and Functions, using small Accounting Applications. Presentations: PowerPoint: Exploring, Creating and Editing slides, inserting Tables, charts and Multimedia, Animations, Slide Show.

Unit IV: Computer Communication and Internet: Computer Networks: LAN, MAN, WAN, Internet, Internet Applications, WWW, Web Browsers, Electronic Mail (e-mail): Creating email account, sending messages , attaching a document ; Viruses and Protection.

Suggested Readings:

- 1.V. Rajaraman, Computer Fundamentals, PHI.
- 2.Leon and Leon, Fundamentals of IT, Leon Tec World.
- 3.P. K Sinha, Computer Fundamentals, BPB Publications.
- 4.Ron Mansfield, Working in Microsoft Office, Tata McGraw Hill.
- 5.Alexis Lean and Mathews Leon, Fundamentals of Information Technology.