

Course Code	UCA20S01T	Course Name	INTRODUCTION TO IT	Course Category	S	Skill Enhancement Course	L	T	P	C
							2	0	0	2

Pre-requisite Courses	Nil	Co-requisite Courses	Nil	Progressive Courses	Nil
Course Offering Department	Computer Applications		Data Book / Codes/Standards	Nil	

Course Learning Rationale (CLR):		The purpose of learning this course is to:			Learning			Program Learning Outcomes (PLO)														
					1	2	3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
CLR-1 :	Know about Computers			Level of Thinking (Bloom)	Expected Proficiency (%)	Expected Attainment (%)	Fundamental Knowledge	Application of Concepts	Link with Related Disciplines	Procedural Knowledge	Skills in Specialization	Ability to Utilize Knowledge	Skills in Modeling	Analyze, Interpret Data	Investigative Skills	Problem Solving Skills	Communication Skills	Analytical Skills	ICT Skills	Professional Behavior	Life Long Learning	
CLR-2 :	Learn about various Input and Output Devices																					
CLR-3 :	Learn the Features of Computers																					
CLR-4 :	Utilize the advantages of Office Automation Packages																					
CLR-5 :	Use and Learn about Data Processing and Handling																					
CLR-6 :	Utilize the File Management functions and Advances in Internet Technology																					
Course Learning Outcomes (CLO):		At the end of this course, learners will be able to:																				
CLO-1 :	Identify the various components of Computers and applications			2	80	70	H	H	H	H	H	M	L	M	H	M	-	H	H	H	M	
CLO-2 :	Analyze the various devices for various purposes			3	85	75	H	H	H	H	H	M	L	M	H	M	-	H	H	H	M	
CLO-3 :	Understand the need of Office Packages for Document Preparation with formatting options.			3	75	70	H	H	H	H	H	M	L	M	H	M	-	H	H	H	M	
CLO-4 :	Know the importance of Calculations in Spreadsheets			3	85	80	H	H	H	H	H	M	L	M	H	M	-	H	H	H	M	
CLO-5 :	Identity the application and advantages of Database Management			3	85	75	H	H	H	H	H	M	L	M	H	M	-	H	H	H	M	
CLO-6 :	Know and understand the concepts of Internet and advancements in Information Technology			3	80	70	H	H	H	H	H	M	L	M	H	M	-	H	H	H	M	

Duration (hour)		06	06	06	06	06
S-1	SLO-1	Introductory Concepts	Input Devices	Intro to Office Automation	Intro to Spread Sheet	Introduction to Internet
	SLO-2	History		Word Processing – Introduction	Mathematical Calculations in Spread sheet	History of Internet
S-2	SLO-1	Generation	Output Devices	Typing in Saving in Word	Addressing Modes in Spread Sheet	Features of Internet
	SLO-2	Classification		Formatting in Word	Using Conditions	Milestones of Internet
S-3	SLO-1	Block Diagram	Types of Printers, Plotter	Alignments, Taking Printouts	Logical and Statistical Calculations	Internet Applications
	SLO-2	AU, LU, CU		Advanced Features of Word	Spread sheet packages	Services of Internet
S-4	SLO-1	Memory Units	Software Categories	Intro to Presentation Software	Intro to Database Tools	ISP, URL
	SLO-2			Presentation Basics	Database Fundamentals	Web Browsers and Types
S-5	SLO-1	Auxiliary Storage Devices	Operating Systems	Making Presentations	Quality of Information	Features of Web Browsers
	SLO-2	Magnetic Disk & Magnetic Tape		Adding Sounds	DBMS and Types of DBMS, RDBMS	Search Engines
S-6	SLO-1	Compact Disk	DOS, UNIX, Windows	Making Automated Presentation	Relational Data Structure	Websites
	SLO-2	Components of Computer		Usage of Templates	Integrity and Manipulation	E-Mail Creation

Learning Resources	1. Alexis Leon and Mathews Leon, (1999), "Fundamentals of Information Technology", Vikas, 2. Alexis Leon & Mathews Leon, "Computers Today" 3. V Rajaraman, (2010), "Fundamentals of Computers", V Edition, PHI Publications.	3. Peter Norton, "Introduction to Computers", Second Edition 4. Vitp Amato, "Cisco Systems Networking Academy: 1st Year Companion Guide", Techmedia Pub. 5. Alexis Leon and Mathews Leon, "Internet for everyone", Leon TechWorld Publication
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Learning Assessment											
Level	Bloom's Level of Thinking	Continuous Learning Assessment (50% weightage)								Final Examination (50% weightage)	
		CLA – 1 (10%)		CLA – 2 (10%)		CLA – 3 (20%)		CLA – 4 (10%) #			
		Theory	Practice	Theory	Practice	Theory	Practice	Theory	Practice	Theory	Practice
Level 1	Remember	30%	-	30%	-	30%	-	30%	-	30%	-
	Understand										
Level 2	Apply	40%	-	40%	-	40%	-	40%	-	40%	-
	Analyze										
Level 3	Evaluate	30%	-	30%	-	30%	-	30%	-	30%	-
	Create										
	Total	100 %		100 %		100 %		100 %		100 %	

CLA – 4 can be from any combination of these: Assignments, Seminars, Tech Talks, Mini-Projects, Case-Studies, Self-Study, MOOCs, Certifications, Conf. Paper etc.,

Course Designers		
Experts from Industry	Experts from Higher Technical Institutions	Internal Experts
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