


**INTI INTERNATIONAL UNIVERSITY  
COURSE STRUCTURE**


**PROGRAMME: DIPLOMA IN INFORMATION AND COMMUNICATION TECHNOLOGY**

1.	NAME OF COURSE/MODULE : PRINCIPLES OF INFORMATION TECHNOLOGY																				
2.	COURSE CODE: ICT1100																				
3.	<b>RATIONALE FOR THE INCLUSION OF THE COURSE/MODULE IN THE PROGRAMME :</b> Advances in information technology have made it a ubiquitous requirement to develop competencies in this area, whether as users or designers of IT. In these course students as potential designers must develop a basic knowledge in IT principles, computer hardware and software.																				
4.	Student Learning Time (SLT)	Total Face to Face					Total Student Independent Learning Time														
		L	T	P	O	A	OL	IL													
	L = Lecture T = Tutorial P = Practical(Lab) O= Others A= Assessment OL= Online learning IL= Independent learning	28		14		7	14	55													
5.	CREDIT VALUE: 3																				
6.	PREREQUISITE (IF ANY): None																				
7.	<b>LEARNING OUTCOMES:</b> On completion of the course, students will be able to: 1. Describe the characteristics and functions of computer hardware and the application software. 2. Describe the issues related to computer and network security 3. Utilize application packages such as Microsoft Office effectively. (applicable to coursework only)																				
8.	<b>SYNOPSIS:</b> This is an introductory course to information technology. It provides understanding of topics covering the computer hardware components, I/O devices, storage, the functions of operating systems, and computer and society. Students will also learn to work on OS environment and use the application packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Microsoft Publisher.																				
9.	<b>MODE OF DELIVERY:</b> Lecture, Practical, Group Discussion and Tutorials are conducted face to face and online																				
10.	<b>ASSESSMENT METHODS AND TYPES:</b> <table><tr><td>Method</td><td>Types</td><td>Weightage (%)</td></tr><tr><td rowspan="3">Continuous Assessment</td><td>Assignments</td><td>30</td></tr><tr><td>Quiz</td><td>10</td></tr><tr><td>Test</td><td>20</td></tr><tr><td>Summative Assessment</td><td>Final Examinations</td><td>40</td></tr></table>								Method	Types	Weightage (%)	Continuous Assessment	Assignments	30	Quiz	10	Test	20	Summative Assessment	Final Examinations	40
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11. **CONTENT OUTLINE OF THE COURSE/MODULE AND THE SLT PER TOPIC:**

Sessions	Topics	LO	L	T	P	OL	Total		
							O	A	IL
1 - 3	<b>An Overview of Computer Concepts</b> What is a Computer?, What does a Computer do?, Why is a Computer so Powerful?, The Information Processing Cycle, Categories of Computer,.	1,2	3			1			
4 - 6	<b>Software Applications</b> Software Applications, Learning Aids and Support Tools.	1	3		2	1			
7 - 10	<b>System Unit</b> What is system unit? Data Representation, Components of the system unit, Types of processing.	1	4		4	2			
11 - 14	<b>Input</b> Input, The Keyboard, Pointing devices, Source data automation, Terminals	1	4		4	2			
15 - 17	<b>Output</b> Output, Types of output?, Display Devices, Printers.	1	3		2	2			
18 - 21	<b>Data storage</b> Storage, Magnetic disk storage, Optical disks, Magnetic tape, Special purpose storage devices.	1	4		4	2			
22 - 24	<b>System Software , Operating Systems and Utility Programs</b> What is system software? What is an operating system? Functions of operating system, Popular operating system, Utility Programmes.	1,2	3			2			
25 - 28	<b>Computers and Society</b> Computer security risks, Computer viruses, , Unauthorized Access and Use, Hardware and Software Theft, System Failure and Backing up, Internet Security Risks, Health Concerns.	2	4			2			
<b>Total</b>			<b>28</b>		<b>16</b>	<b>14</b>		<b>7</b>	<b>55</b>

Lecture (L), Tutorial (T), Practical (P), O (Other), Assessment (A), OL (Online learning); Independent Learning (IL); Learning Outcome (LO)

12. **MAIN REFERENCE(S) SUPPORTING COURSE:**

- Misty E. Vermaat (2013). *Discovering Computers 2014*, Cengage Learning. ISBN-13: 978-1285161761
- Gary B. Shelly, et al (2012) (4<sup>th</sup> Edition): *Discovering the Internet: Complete Concepts and Techniques* Thomson Course Technology

**ADDITIONAL REFERENCES** (at least 2):

- Misty E. Vermaat (2013). *Microsoft Office 2013: Introductory*, Cengage Learning. ISBN-13: 978-1285166025
- Meyers, M. (2013). *Mike Meyers' CompTIA A+ Guide to 802 Managing and Troubleshooting PCs Lab Manual* (4<sup>th</sup> Edition), McGraw-Hill Osborne Media. ISBN-13: 978-0071795159

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13. **OTHER ADDITIONAL INFORMATION (IF ANY):****EXAMINATION FORMAT:**

Duration: 2 hours

Section A (40 marks): Answer ALL the 20 multiple-choice questions.

Section B (60 marks): Answer any THREE out of FOUR questions. All questions carry equal marks.

**GRADING SCALE:**


A+ (90-100), A (80-89), A- (75-79), B+ (70-74), B (65-69), B- (60-64), C+ (55-59), C (50-54), C- (45-49), D (40-44), F (0-39).

Resit Pass (50-100), Resit Fail (0-49).

**LABORATORY WORK:**

Week	LO	Practical Work
2 -3	3	<b>MS Word</b> Work with text effects, use symbols, use format painter, set drop cap, set columns, Working with auto shape and text box. Insert Smart Art Graphic, Add text to a SAG, change colors of a SAG, Apply style. Customize bullets in a list. Creating Headers and Footers. Create a header different from the previous section header. Insert a formatted header. Format page numbers to start at a different number. Create tables, Modify tables, Format tables, Merge and split cells. Distribute rows. Display text in a cell vertically. Change column width and row height. Apply table borders and shading, Apply table styles
4-5	3	<b>MS PowerPoint</b> Planning a effective Presentation. Creating a new slide. Understanding aligning, grouping and stacking objects. Adding and arranging text. Formatting text. Replacing text and attributes. Customizing the color scheme and background. Inserting clipart. Inserting, cropping and scaling a picture. Setting slide animation Effects. Working with custom animation, apply an effects. Change transition sound and transition speed. Apply background sound. Download animated pictures from internet and insert the picture. Insert a hyperlink to all the slides. Learn different types of links. Create hyperlink to open any webpage. Create a hyperlink to play any audio files. Saving Power Point as a webpage.
6-8	3	<b>MS Excel</b> Planning and designing a worksheet. Editing cell entries and working with ranges. Entering formulas. Introducing excel functions. Examples, MIN, MAX, SUM & AVERAGE functions. Copying and moving cell entries. Understanding relative and absolute cell references. Copying formula with relative cell references. Creating a formula with several operators. Using paste special to paste formulas and values and to perform calculations. Quick calculations with auto calculations. Using date functions in calculations. Custom number and date formats. Using Count, CountA, CountIF and CountBlank Functions. Building a conditional formula with the IF function. Using a lookup function. Calculating the payment with PMT function. Sorting lists. Creating a custom filter. Freezing columns and rows. Inserting and deleting a worksheet. Using Data Validation, Use wildcard characters to filter for a text string in a cell. Using Vlookup Functions. Planning and designing charts. Creating a chart. Moving and resizing a chart. Editing, rotating, formatting and enhancing a chart. Changing text font and alignment in charts. Customizing a data series. Removing, inserting and formatting legends. Formatting a chart Axis. Adding a data table to a chart.

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