

## 1.4 FUNDAMENTALS OF IT

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### RATIONALE

Information technology has great influence on all aspects of life. Almost all work places and living environment are being computerized. In order to prepare diploma holders to work in these environments, it is essential that they are exposed to various aspects of information technology such as understanding the concepts of information technology and its scope, operating a computer: use of various office management tools, using internet and mobile applications etc. This course is intended to make new students comfortable with computing environment - Learning basic computer skills, learning basic application software tools, Understanding Computer Hardware, Cyber security awareness.

### COURSE OUTCOMES

At the end of the course student will be able to

- CO1: Explain the basic components of Computers, Internet and issues of abuses/ attacks on information and computers.
- CO2: Handle the Computer / Laptop / Mobiles / Internet Utilities and Install/Configure OS.
- CO3: Assemble a PC and connect it to external devices.
- CO4: Manage and Use Office practiced Automation Tools.
- CO5: Develop worksheets and Prepare presentations.

### DETAILED CONTENTS

#### UNIT I

##### Basics of Computer

Brief history of development of computers, Definition of Computer, Block diagram of a Computer, Hardware, Software, Booting: Cold and Hot Booting, Interaction between the CPU and Memory with Input/Output devices, Function of CPU and major functional parts of CPU. Memory, Bit, Nibble, Byte, KB, MB, GB, TB, PB, Functions of memory, Use of storage devices in a Computer, List types of memory used in a Computer, Importance of cache memory, CPU speed and CPU word length

## **UNIT II**

### **Basic Internet Skills**

Understanding browser, Introduction to WWW, efficient use of search engines, awareness about Digital India portals (state and national portals) and college portals. Advantages of Email, Various email service providers, Creation of email id, sending and receiving emails, attaching documents with email and drive.

Effective use of Gmail, G-Drive, Google Calendar, Google Sites, Google Sheets, Online mode of communication using Google Meet & WebEx.

## **Unit III**

### **Basic Logic building**

Introduction to Programming, Steps involved in problem solving, Definition of Algorithm, Definition of Flowchart, Steps involved in algorithm development, differentiate algorithm and flowchart, symbols used in flowcharts, algorithms for simple problems, flowcharts for simple problems, Practice logic building using flowchart/algorithms

## **Unit IV**

### **Office Tools**

Office Tools like LibreOffice/OpenOffice/MSOffice.

OpenOffice Writer – Typesetting Text and Basic Formatting, Inserting Images, Hyperlinks, Bookmarks, Tables and Table Properties in Writer

Introducing LibreOffice/OpenOffice *Calc*, Working with Cells, Sheets, data, tables, using formulae and functions, using charts and graphics.

OpenOffice Impress – Creating and Viewing Presentations, Inserting Pictures and Tables, Slide Master and Slide Design, Custom Animation.

## **Unit V**

### **Use of Social Media**

Introduction to Digital Marketing – Why Digital Marketing, Characteristics of Digital Marketing, Tools for Digital Marketing, , Effective use of Social Media like LinkedIn, Google+, Facebook, Twitter, etc.: Features of Social media, Advantages and Disadvantages of Social Media.

## **PRACTICAL EXERCISES**

1. Browser features, browsing, using various search engines, writing search queries
2. Visit various e-governance/Digital India portals, understand their features, services offered

3. Read Wikipedia pages on computer hardware components, look at those components in lab, identify them, recognize various ports/interfaces and related cables, etc.
4. Using Administrative Tools/Control Panel Settings of Operating Systems
5. Connect various peripherals (printer, scanner, etc.) to computer, explore various features of peripheral and their device driver software.
6. Explore features of Open Office tools and MS-Office, create documents, create presentation, create spread sheet, using these features, do it multiple times
7. Working with Conversion Software like pdf To Word, Word To PPT, etc.
8. Working with Mobile Applications – Searching for Authentic Mobile app, Installation and Settings, Govt. of India Mobile Applications
9. Creating email id, sending and receiving mails with attachments.
10. Using Google drive, Google calendar
11. Create Flow chart and Algorithm for the following:
  - a. Addition of n numbers and display result
  - b. To convert temperature from Celsius to Fahrenheit
  - c. To find Area and Perimeter of Square
  - d. Swap Two Numbers
  - e. find the smallest of two numbers
  - f. Find whether given number is Even or Odd
  - g. To print first n even Numbers
  - h. find sum of series  $1+2+3+\dots+N$
  - i. print multiplication Table of a number
  - j. generate first n Fibonacci terms  $0,1,1,2,3,5\dots n$  ( $n>2$ )
  - k. sum and average of given series of numbers
  - l. Factorial of number n ( $n!=1\times2\times3\times\dots n$ )
  - m. Armstrong Number
  - n. Find whether given number is Prime or not

## RECOMMENDED BOOKS

1. R.S. Salaria, “Computer Fundamentals” Khanna Publishing House
2. Ramesh Bangia, “PC Software Made Easy – The PC Course Kit” Khanna Publishing House
3. Online Resources, Linux man pages, Wikipedia
4. Mastering Linux Shell Scripting: A practical guide to Linux command-line, Bash scripting, and Shell programming, by Mokhtar Ebrahim, Andrew Mallett

5. Vikas Gupta, “Comdex Hardware and Networking Course Kit” Dream Tech press, New Delhi, 2008
6. Sumitabha Das, “UNIX concepts and applications” Tata McGraw Hill, New Delhi, 4<sup>th</sup> Edition, 2008

### **SUGGESTED WEBSITES**

1. <https://nptel.ac.in/courses/106/106/106106222/> - NPTEL Course on Modern Application Development
2. [https://onlinecourses.swayam2.ac.in/aic19\\_de01/preview](https://onlinecourses.swayam2.ac.in/aic19_de01/preview) -
3. <https://spoken-tutorial.org/> - Tutorials on Introduction to Computers, HTML, LibreOffice Tools, etc.
4. NOTEPAD++
5. <https://tms-outsource.com/blog/posts/web-development-ide/>

### **INSTRUCTIONAL STRATEGY**

This is a skill based subject and topics taught in the class should be practiced in the Lab regularly for development of required skills in the students. This subject contains five units of equal weight age.