Information and Communication Technologies (ICT)

Course Code: CL 1000

Information and Communication Technologies (ICT)

Student Details:

1. Your name

2. Academic Background (school,college)

3. Any internship or job you are doing or did in past

4. What's the most interesting thing, a unique thing about you or any good quality of yours.

5. What do you want to improve in yourself

6. Your expectations from this course

7. Your expectations from me

Information and Communication Technologies (ICT)

Course Details

List of Topics	No. of Weeks	Contact Hours	CLOs
Introduction and brief history of computer, information systems and its applications	2	6	1
Computer Hardware & Architecture	1	3	1
Number Systems and their conversions	1	3	2
Introduction to Operating Systems, Files & Control Panel	1	3	3
Preparing Professional Documents using Microsoft Word	2	6	3
Format & Organize Data using Microsoft Excel	2	6	3
Preparing Professional Presentations using MS Power Point	1	3	3
Developing Databases Forms & Reports using MS Access	1	3	4
Introduction to Communications & Computer Networks	1	3	5
Basic Web Template Development using HTML, CSS	1	3	4
Javascript and Web development	1	3	4
Basic Flowcharts & Algorithms	1	3	2
AI based Prompt Engineering with AI Model's behavior	1	2	3
Total	16	48	

Information and Communication Technologies (ICT)

Course Details

Google Classroom Code: (will be provided soon)

INSTRUMENT	Weightage
Sessional (Lab Tasks, Assignments, Quizzes)	20 %
Mid Exam (9th Week)	30 %
Final Exam (16th Week)	50 %

University Policies

- 80 % attendance is required without which you will not be allowed to appear in final exams so make sure you attend all labs.

- Submit assignments timely.

- No tolerance for plagiarism.

- Passing marks = 50 %

Information and Communication Technologies (ICT)

Book

- https://onlinestudy4u.files.wordpress.com/2012/10/introduction-to-computers-by-peter-norton-6th-ed.pdf

Information and Communication Technologies (ICT)

What is ICT?

- ICT stands for **"Information and Communication Technology".** It refers to the broad field that encompasses technologies used to manage and process information and facilitate communication. ICT combines various technologies, including computer hardware, software, networks, and telecommunications, to enable the creation, storage, retrieval, transmission, and manipulation of data and information.

Information and Communication Technologies (ICT)

DATA	INFORMATION
A collection of facts or statistics	The result of analyzing and interpreting data
Unorganized	Organized
Without Context	Has context
Can be quantitative (numerical) or qualitative (descriptive)	Can be used to help make decisions
Example: Transactions, Traffic, Inventory Levels, Customer Reviews	**Example: Sales Reports, Conversion Rates, Inventory Alerts, Product Performance**

Information and Communication Technologies (ICT)

What is Communication?

- Communication is the process of exchanging information and ideas between individuals, groups, or systems. It's the backbone of how we share knowledge and interact.

Verbal (Spoken)

Written (Text)

Visual (Images)

Digital (Electronic Platforms)

Information and Communication Technologies (ICT)

What is Technology?

- Technology encompasses the tools, systems, and methods used to process, store, and transmit information.

- Technology comprises hardware components like computers and mobile devices, as well as software like applications and operating systems.

What is Computer?

- A computer is an electronic machine that collects information, stores it, processes it according to user instructions, and then returns the result.

Operation: Adding two numbers. Suppose 3 + 4

What happens in each of the following step?

- Collecting information:
- Storing information:
- Processing user instructions:
- Returning result:

## History of Computers

TASK:

- Research about these early computers using internet and write 3-4 lines for each.

  Who invented it, what was the purpose, how it works?

- Generations of computers

operating system (OS)

- an intermediary between the user of a computer and the computer hardware

- manages the computer hardware

- **Types**: Windows , Linux , MacOS

- **Interview Question:** whats your phone OS ?
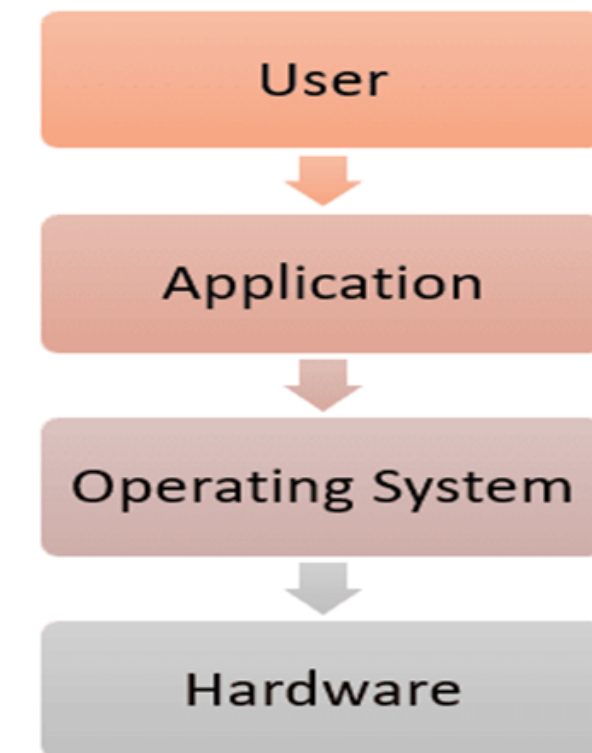
Applications

- Any program you run on your computer

- Microsoft Word ,Google Chrome , Notepad

- Desktop - extension: .exe (Windows) or .app (Mac) file

- Mobile : .apk (android) , .ipa (iOS)

Uses of Computer (Daily Life)

- **share your selves**

Uses of Computer (Daily Life)

- share your selves

Getting started with MS.WORD

TOP things every CS students must know:

Open a document: Ctrl + O

Create a new document: Ctrl + N

Save the current document: Ctrl + S

Open the Save As window: F12

Close the current document: Ctrl + W

Split the window: Alt + Ctrl + S

- **Cut the current selection: Ctrl + X**
- **Copy the current selection: Ctrl + C**
- **Paste the contents of the clipboard: Ctrl + V**
- **Bold: Ctrl + B**
- **Italics: Ctrl + I**
- **Underline: Ctrl + U**
- **Underline words only: Ctrl + Shift + W**
- **Center: Ctrl + E**
- **Make the font smaller: Ctrl + [**
- **Make the font bigger: Ctrl +]**
- **Change text to uppercase: Ctrl + Shift + A**
- **Change text to lowercase: Ctrl + Shift K**
- **Insert a page break: Ctrl + Enter**
- **Add a hyperlink: Ctrl + K**