

UNIVERSITY OF CALICUT



IT MISSION PROGRAMME

Regulations, Scheme of Evaluation Course, Structure Syllabus for

GATEWAY TO INFORMATION TECHNOLOGY

(with effect from 2012 Admission)

REGULATIONS

1. Duration of the course shall be 6 months (One Semester). Three theory papers and one practical paper, shall be the course requirements in the semester.
2. **Selection and Eligibility for Admission:** Candidates who have passed SSLC or equivalent are eligible for admission to this course.
3. **Evaluation** of all theory papers and practical examination will be on the basis of existing University norms.

GATEWAY TO INFORMATION TECHNOLOGY

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COURSE STRUCTURE AND SCHEME OF EVALUATION

Semester 1

Sl.No	Course Code	Course	Duration of examination (Hrs)		Marks
			Theory	Practical	External
1	GIT1C01	Fundamentals of Computers and Operating System	3		100
2	GIT1C02	Computer Network and Internet	3		100
3	GIT1C03	Office Application Tools	3		100
4	GIT1C04	Practical - 1	-	3	100
	Total		-		400

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SYLLABUS

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GIT1C01 – Fundamentals of Computers and Operating System

Unit - 1

Introduction, History and generation, Types of computers, Characteristics of computers, Concept of hardware and software, Types of software, Programming Languages, Overview of a computer system, Input / Output units, CPU, ALU, Control unit, Memory unit, Storage devices: Primary & Auxiliary memory, Applications of computers.

Unit – II

Number systems, Introduction to binary, octal, decimal and hexadecimal number systems, Introduction to ASCII and Unicode standards, Definition of data and information, Concepts of data processing, Basic data types, Representation and storage of data /Information, Types of files, File management basics, Basic structure of disks, Techniques of batch files.

Unit – III

Software and its need, Types of software, System software, Application software, Utility programs, Computer languages: Machine languages, Assembly languages and high level languages.

Unit – IV

Introduction to operating system, Types of an Operating System, Functions of Operating System, Basics of Windows operating system: User interfaces, Running an Application, File and Directory Management.

Unit – V

Introduction of free and open source software, Introduction to GNU/Linux and basics, Linux distribution, File System Introduction, File System Hierarchies, User interfaces, Running an Application, File and Directory Management in Linux.

REFECENCES:

1. Computer Fundamentals, PK Sinha, BPB Publications, 2004
2. Fundamentals of Information Technology, S. Jaiswal, Galgotia Publication, New Delhi, 1999.
3. Digital fundamentals, Thomas L Floyd, Prentice Hall, 2008
4. Microsoft Windows 2000, Diana Rain, Karl Schwartz, DDC Publications, 2000
5. Introduction to Linux Installation and Programming, N. B. Venkateshwarlu (Ed); B S Publis hers Hyderabad, 2005

GIT1C02 – Computer Network and Internet

Unit - 1

Information Technology: Concept and scope, Computers for information storage, information seeking, information processing and information transmission, Basic of Computer networks, Types of networks: Personal area networks, LAN, WAN, MAN and internet.

Unit – II

Concept of Internet: Internet as a knowledge repository, connecting to internet, ISP, Basics of internet connectivity related troubleshooting, Applications of Internet, IT and Internet, IT Applications, E-Governance basics.

Unit – III

World Wide Web (WWW), Hyper links, HTTP, TCP/IP, Web Browsing software, Search engines; Understanding URL, Domain names, IP address, E-mail: Getting an email account, Sending and receiving emails, Accessing sent emails, Using Emails, Document collaboration, Instant Messaging, Forum, Blog and News groups.

Unit – IV

Computer viruses, What are viruses and worms, Internet security, Need for security, basic of attacks, basic security measures, Cyber ethics, Cyber crimes, Security and privacy issues, Introduction to cyber laws.

Unit – V

HTML basics: Introduction to HTML elements, Basic tags, Attributes, creating HTML page, formatting, HTML links, List types and its tags. Creating HTML tables, adding pictures, colors & background, Frames and Forms in web pages.

REFECENCES:

1. Introduction to Information Technology, V.Rajaraman, PHI Learning Private Limited, New Delhi, 2009
2. Fundamentals of Information technology, Alexis Leon, Mathews Leon, Vikas Publishing House Pvt. Ltd, 2009
3. Internet for Every One by Alexis Leon and Mathews Leon; Vikas Publishing House Pvt. Ltd., Jungpura, New Delhi

GIT1C03 – Office Application Tools

Unit - 1

Word processing basics, Opening and closing documents, Text creation and manipulation, Editing and formatting documents, Paragraphs: spacing, indents and tabs, Table manipulation: creating, moving, editing tables, adding/deleting rows and columns, Sorting in tables and paragraphs, calculations in tables, Border and shading, Margins, Paper size and page orientation, Printing options.

Unit – II

Using Tools: Spell checker, help, Use of macros, Thesaurus word content and statistics, printing envelopes and labels, Page numbering, page breaks, column break Inserting footnotes and endnotes Import text and graphics, mail merge.

Unit – III

Basics of presentation software, Preparation and presentation of slides, Using slide layouts, Using slide masters and working with colour schemes, Formatting slides : Bullet points, Setting tabs and indents, Paragraph spacing, Organizing charts/graphs, Adding objects, Movies and sounds, Speaker notes, Using the drawing tools, Slide show, Taking printouts of presentation / handouts.

Unit – IV

Elements of electronic spread sheet, Opening of spread sheet, addressing of cells, Manipulation of cells, Entering text, Number and date series, Editing worksheet data, Inserting and deleting Rows, Column, Changing cell height and width, Formulas and function, Saving workbooks, Printing of spread sheets.

Unit – V

Multilingual word processing, Fonts (True Type Font & Open Type Font) for regional Languages, Multilingual data processing tools, Word processors, Transliteration tools for regional language.

REFECENCES:

1. Professional Office Procedure, Susan H Cooperman, Printice Hall
2. Information Technology: Principles, Practices and Opportunities, James A Senn, Printice Hall
3. Absolute Beginner's Guide to Computer Basics, Michael Miller, Prentice Hall.
4. Learn Microsoft Office - Russell A.Stultz - BPB Publication.
5. Internet &World WideWeb - How to program, H.M.Deitel, P.J.Deitel et al., Prentice Hall.
6. MS-Office 2000 for Everyone, Sanjay Saxena; Vikas Publishing House Pvt. Ltd., New Delhi

GIT1C04 – PRACTICAL -1

List of experiments

Experiments should include but not limited to:

1. Fundamentals of Computers and OS
 - a. Practice in installing a computer system by giving connection and loading the system software and application software
2. Internet
 - a. Creating an e-mail account
 - b. Creating a web page using HTML
3. Word processing
 - a. Creating and formatting a document
 - b. Prepare a notice
 - c. Draft a letter and perform mail merge
4. Presentation
 - a. Prepare a presentation for a given topic – include image, audio and video objects
5. Spread sheet
 - a. Use spread sheet to create a rank list for admission to a course with various options

General Pattern of Question Paper
Gateway to Information technology
(with effect from 2012 Admission)

Code:

Reg. No:
Name :

First Semester GIT Examination – 2012

Course Code :

Course :

Time: 3 Hours

Total Marks: 100

PART A

(20 Multiple Choice Questions; Answer any 15; Each Question carries 1 marks)

PART B

(15 Fill in the blanks Questions; Answer any 10; Each Question carries 2 marks)

PART C

(15 Short Answer Type Questions; Answer any 10; Each Question carries 3 marks)

PART D

(10 Questions; Answer any 7; Each Question carries 5 marks)