

MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA-8
(Affiliated to Krishna University, Machilipatnam)

SYLLABUS

Subject: Computer Science

Semester: I

Course Title: Information Technology

Course Code: 20CSCCIT13

No. of Hours: 45

LTP: 300

Credits: 3

Objectives

- To describe the fundamental hardware components that make up a computer hardware and the role of each of these components.
- To analyze system development, word processing, spreadsheet and presentation software to solve basic information system problems.
- To apply standard statistical inference procedures to draw conclusions from data.

Course Outcomes

CO1: Explain the fundamental computer organization and vocabulary.

CO2: Develop professional documents.

CO3: Utilize MS-Excel to generate reports.

CO4: Create presentations using MS-PowerPoint.

CO5: Develop database using MS-Access.

UNIT-I

(9 Hrs.)

Introduction: Computer Definition - Characteristics and limitations of computer Hardware, Generations of Computer, Classification of Computers, Applications of Computer, Basic Components of PC, Computer Architecture - primary and secondary memories-input and output devices-operating system-function of operating system-types of operating system-languages and its types- programming exercises.

UNIT-II

(9 Hrs.)

MS word: Word processing-Features-Advantages and Applications-parts of word window- Toolbar- Creating, saving, closing, opening and editing of a document-Moving and Coping a text- Formatting of Text and paragraph - bullets and Numbering-Find and Replace-Insertion of objects-Headersand footers-page formatting-auto correct- spelling and grammar-mail merge-macros- programming exercises.

UNIT-III

(9 Hrs.)

MS Excel: Features – spreadsheet-Workbook- Cell-Parts of a window-Saving, closing, opening of a workbook-Editing-advantages-formulas-types of function-templates- macros- sorting- charts - filtering- consolidation-grouping-pivot table-programming exercises.

UNIT-IV

(9 Hrs.)

MS Power Point: Introduction – Starting-parts-Creating of tables-create presentation – templates-Auto content Wizard-Slideshow-Editing of presentation-Inserting objects and charts-programming exercises

UNIT-V

(9 Hrs.)

MS Access: Orientation to Microsoft Access - Create a Simple Access Database - Working with Table Data - Modify Table Data - Sort and Filter Records - Querying a Database - Create Basic Queries - Sort and Filter Data in a Query - Perform Calculations in a Query - Create Basic Access Forms - Work with Data on Access Forms - Create a Report - Add Controls to a Report - Format Reports- programming exercises.

Co-Curricular Activities

- Assignments on problem solving
- Student presentations and seminars
- Online quizzes

Prescribed Books

1. Fundamentals of Computers by Balaguruswamy, McGraw Hill
2. Computer Fundamentals Anita Goel Pearson India

Reference Books

1. P.Mohan computer fundamentals- Himalaya Publications.
2. R.K.Sharma and Shashi K Gupta, computer fundamentals – Kalyani Publications
3. Introduction to Computers - Peter Norton
4. Fundamentals of Computers - Rajaraman VAdabala N
5. Office 2010 All- in- One For Dummies - Peter Weverka
6. MS-Office - S.S. Shrivastava
7. MS-OFFICE 2010 Training Guide - Prof. Satish Jain, M. Geetha, Kratika BPB Publications

Online Resources

- https://www.tutorialspoint.com/computer_fundamentals/index.htm
<https://www.javatpoint.com/computer-fundamentalstutorial>
<https://edu.gcfglobal.org/en/subjects/office/>
<https://www.microsoft.com/en-us/learning/training.aspx>

MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA – 8
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Blueprint

Subject: Computer Science

Semester: I

Course Title: Information Technology

Course Code: 20CSCCIT13

Time: 3 Hrs.

Max. Marks: 100

SECTION – A

Answer **ALL** questions

20 x 1 = 20M

Q. No.	UNIT	Marks Weightage	RBT LEVEL
1	I	1	No. of questions to be set RBT1 – 8 RBT2 – 8 RBT3 – 2 RBT4 – 2
2	I	1	
3	II	1	
4	II	1	
5	III	1	
6	III	1	
7	IV	1	
8	IV	1	
9	V	1	
10	V	1	
11	I	1	
12	I	1	
13	II	1	
14	II	1	
15	III	1	
16	III	1	
17	IV	1	
18	IV	1	
19	V	1	
20	V	1	

SECTION – BAnswer any **FOUR** questions**4 x 8 = 32M**

Q. No.	UNIT	Marks Weightage	RBT LEVEL
21	I	8	No. of questions to be set RBT1 – 2 RBT2 – 2 RBT3 – 1 RBT4 – 1
22	II	8	
23	III	8	
24	IV	8	
25	V	8	
26	I / II / III / IV / V	8	

SECTION – CAnswer any **FOUR** questions**4 x 12 = 48M**

Q. No.	UNIT	Marks Weightage	RBT LEVEL
27	I	12	No. Of questions to be set RBT1 – 2 RBT2 – 2 RBT3 – 1 RBT4 – 1
28	II	12	
29	III	12	
30	IV	12	
31	V	12	
32	I / II / III / IV / V	12	

MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA – 8

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Model Question Paper

Subject: Computer Science

Semester: I

Course Title: Information Technology

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Time: 3 Hrs.

Max. Marks: 100

SECTION – A

Answer **ALL** the questions

20 X 1 = 20 M

1. Computer is a device that needs _____ to operate.
 - A. Electricity
 - B. Human skills
 - C. Battery
 - D. Input and Output
2. Identify correct statements
 - A. Computer itself is a decision maker.
 - B. Computer doesn't have natural intelligence.
 - C. Computer can learn by itself.
 - D. Computer can work on its own.
3. Second Generation computers are from?
 - A. 1959-1965
 - B. 1960-1965
 - C. 1957-1964
 - D. None
4. _____ cannot be used to work in MS Office.
 - A. Joystick
 - B. Scanner
 - C. Light Pen
 - D. Mouse
5. Which of the following software is used for making a resume?
 - A. MS Excel
 - B. MS Word
 - C. Dev C
 - D. Java
6. Ctrl + N is used to
 - A. Save the Document
 - B. Open the Document
 - C. Create a New Document
 - D. Close the Document
7. In PowerPoint, the header and footer button can be found on the insert tab in what group?
 - A. Tables group

- B. Text group
 - C. Object group
 - D. Illustrations group
8. What is the default PowerPoint standard layout?
- A. Blank
 - B. Title slide
 - C. Title only
 - D. Comparison
9. A relationship is created between how many tables?
- A. One
 - B. Two
 - C. Three
 - D. Any number
10. Which of the following database object produces the final result to present?
- A. Forms
 - B. Reports
 - C. Queries
 - D. Tables
11. The only language which the computer understands is _____.
12. Computer stores and process data in the form of _____.
13. First Generation computers are from _____.
14. 1 byte = _____ bits
15. CPU stands for _____.
16. An operating system is a _____.
17. The ability to combine name and addresses with a standard document is called _____.
18. The _____ feature of MS Excel quickly completes a series of data.
19. What is the intersection of a column and a row on a worksheet called?

20. Functions in MS Excel must begin with _____.

SECTION – B

Answer any **FOUR** questions

4 x 8 = 32 M

- 21. What are the generations of computers? Explain them in detail.
- 22. Explain briefly about Types of Computers.
- 23. Write about different functions in Excel.
- 24. Prepare a presentation about the sales details of a company.

<i>Item</i>	<i>Sales Qty</i>
Hard Disk	1500
CPU	2250
Mouse	3000

Keyboard	1250
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Show the sales details in bar diagram.

25. Explain in detail about Home and Insert tabs with pictures.
26. How to sort and filter data in a query.

SECTION – C

Answer any **FOUR** questions

4 x 12 = 48 M

27. Explain in detail about Input and Output devices.
28. What is mail merge in MS-Word? Write the steps required in creating a mail merge.
29. Prepare a mark list for 5 students in MS-Excel and perform the following functions: SUM, AVERAGE, MAX, MIN, COUNT
30. Prepare a presentation with 6 slides on career opportunities with necessary Animations and Transitions.
31. Define the term computer and explain the characteristics and limitations of computer.
32. Explain in which fields or areas computer has been used.