

Subject Code: 201

Subject Name: IT Productivity Tools

Unit I

13Hrs

Introduction – History & Generations, Computer System Functional Block Diagram, Components and Working, Primary and secondary storage devices: RAM, ROM, PROM, EPROM, Magnetic tapes, Floppy disk, Hard disk – I/O devices characteristic and working with diagrams: Monitors, keyboard, Printers, Plotters, Scanners, Pen drive and Modems.

Unit II

07Hrs

Data Representation – Number systems, Decimal, Binary, Octal, Hexadecimal, BCD, need for binary systems, conversions from one system to another, Binary arithmetic: Addition, Subtraction, Multiplication, Division, Representation of negative values- Sign magnitude method, 1's component method, 2's component method, Representation of characters: ASCII, EBCDIC, Unicode systems

Unit III

07Hrs

Software – Classification- System software, application software, Languages- High level, low level, Language processors: Assemblers, Compilers, Interpreters.

Unit IV

10Hrs

Operating Systems: Meaning, Evolution and functions - Types of OS (Batch, Multiprogramming, Real time) – Layers- BIOS, Kernel and Shell.

Unit V

13Hrs

Introduction to Excel 2007 : Menus, Functions, Pivot table, Graphs and charts, Formulas, Solver and Goal seeker - Practicals based on above topics.

Unit VI

10Hrs

Introduction to c programming: Structure of c, statement, Data types, Variables, Operators: Arithmetic, Logical and relational – conditional statement (if) - I/O commands (printf and scanf), Header files, user defined functions without parameters – Examples: addition, subtraction, greatest and smallest of given data.

Recommended Books

1. Fundamentals of Computers- V. Rajaraman, Prentice hall India
2. Hardware Bible- Winn L Robsch, Sams Techmedia
3. Operating Systems A Modern Perspective, Gary Nutt, Addison Wesley
4. Understanding Operating Systems- Flynn, Mchoes, Thomson Learning