



Basic Information:

Title:	Introduction to Information Technology	Code	IT 160
Program:	BBIT	Credit Hours:	Three (03)
Sessions:	30 Classes + Mid Term + Final Term	Pre-Requisite:	None

Course Description:

Information Technology has reshaped the modern lifestyle in this digital world; it plays the key role in modern education of any discipline. It has become backbone of the Business world, from retail to corporate world. This has resulted in essential learning of Information Technology to coop the modern challenges. Introduction to Information Technology is specially designed for the students of Business Studies with a very clear objective in mind i.e. equip the students to face the emerging world challenges.

Learning Outcomes:

After the completion of this course, it is expected that students who will involve themselves in the knowledge base working of the course will be capable to

- Fully recognize the user-level computing and current digital world.*
- Use computers to enhance productivity independent of the discipline.*
- Comprehend different dimensions of Information Technology like Hardware, Software, Digital Design, Operating Systems, Algorithms, Networks, Internet, World Wide Web, and Databases etc*
- Acknowledge the need of System Security, Privacy, Ethics, Etiquettes and Ergonomics.*
- Proficiently use Microsoft Office (MS Word, MS Excel, MS Power Point, MS Access(Optional))*

Teaching Learning Methodology:

The formal teaching components of this course consist of: active student participation in and contribution to all forms of teaching and learning i.e. lectures (90min twice a week), discussions, research assignments and projects.

Group Configurations:

One of the objectives of this course is to encourage and facilitate teamwork. Class will have to make a group of four for project. It is recommended that student will form their own groups. As a general guideline, your group should have members with diverse skillsets.

All Groups are required to submit their team rosters in the form of a memo to me by the end of 8th week. The memo should include Student Names, and ID numbers of all members and it should also identify a designated group leader who will serve as the primary point of contact for me to communicate with the group.

Weekly Term Plan

Week	Topic
1.	<i>Introduction to Course & Digital World</i>
2.	<i>Basics of Number Systems</i>
3.	<i>Components of Computer Systems</i>
4.	<i>Introduction to Google etc., www</i>
5.	<i>Operating Systems</i>
6.	<i>Microsoft Words</i>
7.	<i>Microsoft Word</i>
8.	<i>Microsoft Excel</i>
9.	<i>Mid Term Examination</i>
10.	<i>Microsoft Excel</i>
11.	<i>Presentation Skills and Microsoft PowerPoint</i>
12.	<i>Mail Merge and OLE</i>
13.	<i>Telecommunication and Computer Networks</i>
14.	<i>Internet and Worldwide Web</i>
15.	<i>Information System; Introduction & Types</i>
16.	<i>Information System Development Methods</i>
17.	<i>Database Systems</i>
18.	<i>Final Examination</i>



Topics in Detail

Introduction to Information Technology

Course Overview,
Characteristics of Computer,
The Component of Computers,
Categories of Computers
Hardware vs Software
Computer Application in Society

Component of System Unit

The System Unit,
CPU; ALU, CU, Registers, Cache
IO Devices; Keyboard, Mouse, Scanner, Printer, Speaker,
Joystick, Light Pen, etc.
Storage; RAM, HDD, Flash Drives, Cloud Drives etc.
Communication Devices;
Expansion Slots and Adapter Card
Ports and Connectors, Buses, Power Supply

Number Systems

Numerical Representations
Decimal System, Binary System, Octal System
Hexadecimal System
Inter-Conversion of Number Systems

Operating system and Utility Programs

System Software
Operating System, Device Drivers etc.
OS Components and their Responsibilities
OS Functions, OS Utility Programs
Types of Operating Systems
Batch System, Time Sharing, Multiprogramming
System, Multiprocessor System, Distributed Operating
System, Clustered System, Realtime Operating System,
embedded OS, Mobile OS etc

Application Software's

Business Software,
Graphics and Multimedia Software
Software for Homes, Personal and Educational Use
Application Software for Communication and Web

The Internet and World Wide Web

History of Internet, How internet works?
The World Wide Web, Internet services

Communication and Networks

Communication Systems
Types of Communication
Serial vs. Parallel
Simplex vs Duplex
Networks and Computer Networks
Communication Devices, Protocols
Physical and Wireless Transmission Media
Types of Networks; LAN, MAN and WAN

Microsoft Office Fundamentals

Identify Interface Components
Using Office Help
Create, Open, Close, Save and 'Save As' a File
Select, Edit, Copy and Paste Text
Find, Replace, Undo and Redo Commands
Use Language Tools and Format Painter

Microsoft PowerPoint

PowerPoint Basics
Creating PPT through Template
Creating PPT in Outline View
Slide Master, Slide Notes, Slide Printing
Modification, Printing and Importing Outline
Drawings, Smart Shapes and Multimedia Objects
Animation; Standard and Customized
Transition and Slide Show

Microsoft Word

Word Basics,
Page Setup, Printing Documents
Font Handling, Paragraph Settings
Bullets & Numbering, Borders & Shading etc.
Columns, Tables, Language & Thesaurus
Mail Merge, OLE, Tracking Changes
Header & Footer, Sections, References etc.

Microsoft Excel

Worksheets and Workbooks
Workbook Design, Managing Worksheet
Cell References, Relative and Absolute
Formula; Creating, Editing and Auditing
Commonly Used Formulae
Charts; Creating, Modifying and Printing
Window Handling, Freezing, Row Column Handling
Data Management; Filters, Import & Export of Data
Conditional Formatting, Data Analysis, Pivot Charts

Microsoft Access

Design Database,
Designing Tables & Relationships,
Designing Queries; Single and Multiple Tables
Designing Forms; Single Entry and Multi-Entries
Expression Building; Data Export to Excel
Creating, Designing Reports and Modification

Programming (Without Programming Language)

Sequential Programs with examples
Conditional Statements; IF..Then..Else, Switch- Examples
Loop; While..do, do..while..., for - Examples
Flow Chart for Programming examples

Information System

Transaction Processing Systems
Management Information Systems
Decision Support Systems
Expert Systems

Information System Development

System Development
Programming Languages
The Program Development Cycle

Database Management

Data vs. Information
Characteristics of Data,
Databases; Operations on Data
Database Management Systems

Computers Security

Security Risk, Viruses, Worms,
Unauthorized Access, Information Privacy
Internet Security Risk, Ethics & Society,

**Text & Recommended Readings**

- A. *Discovering Computers 2017*
Shelly Cashman ISBN: 978-1439079263
- B. *Information Systems Today*
Leonard Jessup, Joseph Valacich
3rd Edition 2009 ISBN: 9788120338951
- C. *Exploring Microsoft Office 2017*
Robert T. Grauer
Vol. 1, 3/E by

Tools

- MS Word for Documentation
Headings Arial 11pt Bold
Normal Text Times New Roman 10pt
Header Footer Times New Roman 8pt
Paragraph Single Line Spacing
 First Line Indent 1.0 cm
Page Margins 2 cm from each side
- MS PowerPoint, MS Excel, MS Access

Grading Policy:

Final Grade for this course will be the cumulated result of the following term work with relevant participation according to the quoted percentage.

Sessional	25%		Mid Term	35%		Final Term	40%
Assignments	10 %		Mid Term Exam	25%		Final Exam	30%
Quizzes	10%		Major Report/Work	10%		Case Study/ Project/ Term Paper	10%
Presentations	05%						

Remember subdivision of Mid Term and Final Term Examination should be done only in case of very essential and major Grading Instruments.

Dishonest Practices & Plagiarism

Any student found responsible for dishonest practice/cheating (e.g. copying the work of others, use of unauthorized material in Grading Instruments) in relation to any piece of Grading Instrument will face penalties like deduction of marks, grade 'F' in the course, or in extreme cases, suspension and rustication from IBIT.

For details consult Plagiarism Policy of PU at <http://pu.edu.pk/dpcc/downloads/Plagiarism-Policy.pdf>

Grading System:

Letter Grade	Grade Point	Num Equivalence
A	4.00	85 – 100 %
A-	3.70	80 – 84 %
B+	3.30	75 – 79%
B	3.00	70 – 74 %
B-	2.70	65 – 69 %
C+	2.30	61 – 64 %
C	2.00	58 – 60 %
C-	1.70	55 – 57 %
D	1.00	50 – 54 %
F	0.00	Below 50 %
I	Incomplete	*
W	Withdraw	*

Norms to Course:

- ✓ Submission Date and Time for the term instruments is always **Un-Extendable**
- ✓ 7 Absentees in class will be result in forced withdrawal. **(PU Policy)**
- ✓ Re-sit in Mid and Final Term will cause you a loss of 2 and 3 grade marks respectively. **(PU Policy)**
- ✓ This is your responsibility to keep track of your position in class evaluation units.
- ✓ After the submission date, NO excuse will be entertained.
- ✓ **Keep a copy of all submitted Grading Instruments.**
- ✓ Assignment is acceptable only in its Entirety.
- ✓ No make up for any assignment and quiz.
- ✓ Copied & Shared work will score Zero.
- ✓ Assignments are Individual.

Good Luck