ICT-321 Information & Communication Technology 1+1

Theory

IT and its importance, IT tools, IT enabled services and their impact on society; Computer Fundamentals: hardware and software, word and character representation; features of machine language, assembly language, high-level language and their advantages and disadvantages; principles of programming- algorithms and flowcharts; Operating systems (OS) - definition, basic concepts, introduction to WINDOWS and LINUX Operating Systems; Local area network (LAN), Wide area network (WAN), Internet and World Wide Web, HTML and IP;

Introduction to MS Office - Word, Excel, Power Point; Audio visual aids - definition, advantages, classification and choice of A.V aids; Criteria for selection and evaluation of A.V aids; video conferencing. Communication process, Berlo's model, feedback and barriers to communication.

Practical

Exercises on binary number system, algorithm and flow chart; MS Word; MS Excel; MS Power Point; Internet applications: Web Browsing, Creation and operation of Email account. Analysis of fisheries data using MS Excel. Handling of audio visual equipment's. Planning, preparation, presentation of posters, charts, overhead transparencies and slides. Organization of an audio visual programme.

Suggested Readings

Harshawardhan P. Bal. 2003. *Perl Programming for Bioinformatics*. Tata McGraw-Hill Education.
Kumar A 2015. *Computer Basics with Office Automation*. IK International Publishing House Pvt Ltd.
Rajaraman V & Adabala N. 2015. *Fundamentals of Computers*. PHI.
Gurvinder Singh, Rachhpal Singh & Saluja KK. 2003. *Fundamentals of Computer Programming and Information Technology*. Kalyani Publishers.