Open Elective for Arts and Commerce Students	Semester – I/II	
Course Name: Fundamentals of Information Technology	**Course Code:** VGVUOE117	
Periods per week (1 Period is 60 minutes)	2	
Credits	2	
	Hours	**Marks**
Evaluation System — Theory Examination	2	60
Internal	--	40

Course Objective
To make learner
1. Provide an easy-to-understand IT introduction, regardless of their specialization.
2. Get introduced to skills relating to IT basics, computer applications, and Internet basics.
3. Aware of computer software.
4. Know the basics of computer security.
5. Understand operating system fundamentals.

Unit	Details	Lectures
I	**Introduction:** Definition, .Characteristics of computer, Evolution of Computer, Block Diagram Of a computer, Generations of Computer, Classification Of Computers, Applications of Computer, Capabilities & limitations of Computer. **Input Units:** Keyboard, Terminals and its types. Pointing Devices, Scanners and its types, Voice Recognition Systems, Vision Input System, Touch Screen **Output Units:** Monitors and its types. Printers: Impact Printers and its types. Non Impact Printers and its types, Plotters, types of plotters, Sound cards, Speakers.	**10**
II	**Storage Fundamentals:** Primary Vs Secondary Storage, Data storage & retrieval methods. Primary Storage: RAM ROM, PROM, EPROM, EEPROM. Secondary Storage: Magnetic Tapes, Magnetic Disks. Cartridge tape, hard disks, Floppy disks Optical Disks, Compact Disks, Zip Drive, Flash Drives. **Software:** Software and its needs, Types of S/W. System Software: Operating System, Utility Programs Programming Language: Machine Language, Assembly Language, High Level Language their advantages & disadvantages. Application S/W and its types: Word Processing, Spread Sheets Presentation, Graphics, DBMS s/w.	**10**
III	**Operating System:** Functions, Measuring System Performance, Assemblers, Compilers and Interpreters. Batch Processing, Multiprogramming, Multi Tasking, Multiprocessing, Time Sharing, DOS, Windows, Unix/Linux.	**10**

	Computer Security: Introduction, Security threat, and security attacks, Malicious software, Hacking, Digital Signature, Firewall **Business Data Processing:** Introduction, data storage hierarchy, Method of organizing data, File Types, File Organization, File Utilities.	

Course Outcome
At the end of this course, learner should be able to
CO1 Understand basic concepts and terminology of information technology.
CO2 a basic understanding of personal computers and their operations
CO3 Identify computer hardware and software.
CO4 Identify issues related to information security.
CO5 Understand security concepts and terminologies.

Books and References:					
Sr. No.	**Title**	**Author/s**	**Publisher**	**Edition**	**Year**
1.	Computer Fundamentals	Pradeep K.Sinha & Priti Sinha	BPB Publications	6th	2004
2.	Computer Fundamental	Anita Goel	Pearson		2010
3.	Fundamentals of Computers	V. Rajaraman, Neeharika Adabala	PHI Learning		2011
4.	Information technology - theory and practice	Priti Sinha	Phi Learning		2016

Open Elective for Arts and Commerce Students		Semester – I/II	
Course Name: Fundamentals of Information Technology Practical		**Course Code:** VGVUOE117	
Periods per week (1 Period is 120 minutes)		**2**	
Credits		**2**	
		Hours	**Marks**
Evaluation System	**Practical Examination**	3	**100**

Course Objective
Enable learner
1. To understand basic windows(DOS) commands.
2. To get the knowledge of windows Desktop and various utilities.
3. To become aware of Microsoft word.
4. To become aware of Microsoft Excel.
5. To become aware of Microsoft Powerpoint.

List of Practical	
1.	Windows (DOS) Commands – 1 Date, time, prompt, md, cd, rd, path , copy, cls, move , echo, rename
2.	To make a directory structure as given
3.	Working with Windows Desktop and utilities I Notepad Wordpad Paint
4.	Working with Windows Desktop and utilities II Taskbar Adjusting display resolution Using the browsers
5.	Working with MS Word I Creating and formatting documents.
6.	To use the mail merge feature of MS Word
7.	Working with MS Excel I Working with spreadsheets and performing calculations.
8.	Working with MS Excel II - Creating charts
9.	Creating simple presentations using PowerPoint.
10.	Handling google drive.

	At the end of this course, learner should be able to
CO1	Get system information by executing DOS commands
CO2	Handle windows utilities.
CO3	Create and format word document.
CO4	Perform calculations and work with excel sheet.
CO5	Create effective presentation using powerpoint.

Books and References:

Sr. No.	Title	Author/s	Publisher	Edition	Year
1.	Microsoft Excel Step by step (office 2021 and Microsoft 365)	Joan Lambert and Curtis Frye	Pearson	-	-
2.	Microsoft Word 2013	Joan Lambert and Joyce Cox	Microsoft Press	-	-
3.	Step by Step Microsoft powerpoint	Joyce Cox and Joan Lambert	Microsoft Press	-	-

Open Elective for Arts and Commerce Students	**Semester – I/II**	
Course Name: Basics of Web Designing	**Course Code: VGVUOE118**	
Periods per week (1 Period is 60 minutes)	**2**	
Credits	**2**	
	Hours	**Marks**
Evaluation System	**Theory Examination**	2	60
	Internal	--	40

Course Objective

To make learner understand concept of

1. Learn the language of the web: HTML used to develop website.	
2. Web Page design with tags.	
3. Become familiar with graphic design principles that relate to web design	
4. Learn how to implement theories into practice.	
5. Develop skills in analyzing the usability of a web site.	

Unit	Details	Lectures
I	**Introduction to HTML5:** What is HTML , HTML Documents , Basic structure of an HTML document , Creating an HTML document , Mark up Tags , Headings, Paragraphs ,Line Breaks. **Elements of HTML5:** Introduction to elements of HTML, Formatting Tags: bold, italic, underline, superscript, subscript, Working with Text , Working with Lists, Working with Hyperlinks.	10
II	**HTML5 Hyperlinks:** Creating Hyperlinks, Linking of pages using hyperlinks. **HTML5 Tables:** Creating simple tables, specifying the size of the table, specifying the width of the column, applying table borders, giving caption to table.	10
III	**HTML5 Images:** Inserting image, specifying the size of the image. **HTML5 Multimedia Basics:** Embedding video clips, incorporating audio on webpage.	10

Course Outcome	
Learners should be able to	
CO1	Design web pages using HTML 5 elements.
CO2	Create interlinked web pages
CO3	Feel interested and motivated to pursue further study in the field of web development.
CO4	Embed multimedia objects in the web page.
CO5	Embed hyperlinks and tables in the web page.

Books and References:					
Sr. No.	**Title**	**Author/s**	**Publisher**	**Edition**	**Year**

1.	The Complete Reference HTML and CSS	Thomas Powell	Tata McGraw Hill	5th Edition	-
2.	HTML5 Step by Step	FaitheWempen	Microsoft Press		2011
3.	Head First HTML 5 programming	Eric Freeman	O'Reilly		2013

Open Elective for Arts and Commerce Students	**Semester – I/II**	
Course Name: Basics of Web Designing Practical	**Course Code:** VGVUOE118	
Periods per week (1 Period is 120 minutes)	**2**	
Credits	**2**	
	Hours	**Marks**
Evaluation System	**Practical Examination**	**2**	**100**
	Internal	**--**	**--**

Course Objective
To make learner understand / implement
1. Introduction to web browsers.
2.The use of a web browser while designing a web page.

| 3. The use of various elements used to design web pages. |
| 4. To develop the ability to logically plan and develop web pages. |
| 5. The working of web page and implementation with the web browser |

List of Practical	
1.	Write a program using HTML5 which shows how to create a web page.
2.	Design a web page which shows the use of paragraph tag and heading tags.
3.	Design a web page which shows the implementation of bulleted lists.
4.	Design a web page which shows the implementation of numbered lists.
5.	Design a web page which shows the working of hyperlink.
6.	Design a web page which shows the linking of documents using hyperlink.
7.	Design a web page which shows the implementation of a table.
8.	Design a web page which shows the implementation of images.
9.	Design a web page embedding with multimedia features i.e., audio file.
10.	Design a web page embedding with multimedia features i.e., video file.

Course Outcome
Learners should be able use HTML5 to
CO1 Implement the syntax and semantics of HTML5 tags.
CO2 Write a basic well formed structure of HTML5 webpage.
CO3 To use a variety of tags to develop web pages.
CO4 To construct basic websites using HTML5.
CO5 Use their learned skills, knowledge and abilities to develop web sites.

Books and References:					
Sr. No.	**Title**	**Author/s**	**Publisher**	**Edition**	**Year**
1.	HTML5 Step by Step	FaitheWempen	Microsoft Press		2011
2.	The Complete Reference HTML and CSS	Thomas Powell	Tata McGraw Hill	5th Edition	-

Evaluation Scheme

(OE - Science)

Practical Exam:

A Certified copy journal is essential to appear for the practical examination.

1.	Practical Question 1	**40**
2.	Journal	05
3.	Viva Voce	05

2. External Examination: (60marks)

All questions are compulsory		
Q.1.	**(Based on Unit 1) Attempt _any two_ of the following:**	**15**
a.		
b.		
c.		
d.		
Q.2.	**(Based on Unit 2) Attempt _any two_ of the following:**	**15**
Q.3.	**(Based on Unit 3) Attempt _any two_ of the following:**	**15**
Q.4.	**(Based on whole syllabus) Attempt _any two_ of the following:**	**15**