

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	<p>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.</p> <p>Input Units: Keyboard, Terminals and its types. Pointing Devices, Scanners and its types, Voice Recognition Systems, Vision Input System, Touch Screen</p> <p>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.</p>	10
II	<p>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.</p> <p>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.</p>	10
III	<p>Operating System: Functions, Measuring System Performance, Assemblers, Compilers and Interpreters. Batch Processing, Multiprogramming, Multi Tasking, Multiprocessing, Time Sharing, DOS, Windows, Unix/Linux.</p>	10

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

Course Outcome

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	-	-