Lesson Plan

B. Com 1ˢᵗ Semester 2024-2025

B.A. 1ˢᵗ Semester 2024-2025

Basic IT Tools - B23-SEC-103
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC) –
Skill Enhancement Course

Contents of the Course

Unit	Topics	Contact Hours
I.	Introduction to Computer: Computer and Latest IT gadgets, Evolution of Computers & its applications, Basics of Hardware and Software, Application Software, Systems Software, Utility Software. Central Processing Unit, Input devices, Output devices, Computer Memory & storage, Mobile Apps.	6
II.	Introduction to Operating System, Functions of the Operating system, Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets, User Interface for Desktop and Laptop, Task Bar, Icons & shortcuts, Running an Application, Operating System Simple Setting, Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers, File and Folder Management.	6
III.	Introduction to Internet and World Wide Web, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Network Topology, Internet, Applications of Internet, Website Address and URL, Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet.	6

IV.	E-mail: Using E-mails, Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, replying to an E-mail message, forwarding an E-mail message, searching emails, Attaching files with email, Email Signature. Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging (WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital Locker.	6
V.	Practicum: • Identify the various parts of computer • Using computer/mobile software and hardware • Use of operating system for various tasks such as file creation, directory creation, shortcut creation, using control panel, etc. • Using Internet & various browsers. • Identify the various hardware/software required for Internet • How to create and use e-mail account • Using Facebook, WhatsApp, Instagram, LinkedIn, Telegram • Writing blogs	25

Course Learning Outcomes(CLO)

After completing this course, the learner will be able to:

1. Identify the basic components of computers and terminology

2. Acquaint with Operating System and its applications for both desktop and mobile devices

3. Understand computer networks, and browse the internet, content search, email and collaborate with peers

4. Use e-Governance applications; and use computer to improve existing skills and learn new skills

5. To implement various spreadsheet tools practically.

	Evaluation Methods	
Internal Assessment:	**End Term Examination:**
Class Participation: 4	A three hour exam for both theory and practicum.
Seminar/presentation/assignment/quiz/class test etc.: 4	
Mid-Term Exam: 7	
Practicum:	
Class Participation: 2	
Seminar/Demonstration/Viva-voce/Lab records etc.:3	
Mid-Term Exam: NA	

	Theory	Practical	Total
Credits	2	1	3
Internal Assessment Marks	15	5	20
End Term Exam Marks	35	20	55
Total Marks	50	25	75
Exam Time	3 Hrs.	-	3 Hrs.

1. Examiner will set a total of nine questions. Out of which first question will be compulsory. Remaining eight questions will be set from four unit selecting two questions from each unit. Examination will be of three-hour duration. All questions will carry equal marks. First question will comprise of short answer type questions covering entire syllabus. 11 Candidate will have to attempt five questions in all, selecting one question from each unit. First question will be compulsory.
2. Practicum will be evaluated by an external and an internal examiner. Examination will be of three-hour duration.

Recommended Books/e-resources/LMS:

- ✓ Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB
- ✓ Dromey, R.G., How to Solve it By Computer, PHI
- ✓ Norton, Peter, Introduction to Computer, McGraw-Hill
- ✓ Leon, Alexis & Leon, Mathews, Introduction to Computers, Leon Tech World
- ✓ Rajaraman, V., Fundamentals of Computers, PHI
- ✓ Ram, B., Computer Fundamentals, Architecture & Organization, New Age International (P) Ltd.

Tentative Lesson Schedule

Months	Topics	Contact Hours
July 2024	Introduction to Computer: Computer and Latest IT gadgets, Evolution of Computers & its applications, Basics of Hardware and Software, Application Software, Systems Software, Utility Software. E-mail: Using E-mails, Opening Email account, Mailbox: Inbox and Outbox. Practical Sessions	06 Hours
August 2024	Central Processing Unit, Input devices, Output devices, Computer Memory & storage, Mobile Apps. Creating and Sending a new E-mail, replying to an E-mail message, forwarding an E-mail message, searching emails, Attaching files with email, Email Signature. Introduction to Operating System, Functions of the Operating system, Operating Systems for Desktop and Laptop. Practical Sessions Assignment 1, Class Test 1	16 Hours
September 2024	Operating Systems for Mobile Phone and Tablets, User Interface for Desktop and Laptop, Task Bar, Icons & shortcuts.	16 Hours

	Running an Application, Operating System Simple Setting, Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers, File and Folder Management. Practical Sessions. Assignment 2, Class Test 2	
October 2024	Introduction to Internet and World Wide Web, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Network Topology, Internet. Practical Sessions.	08 Hours
November 2024	Applications of Internet, Website Address and URL, Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet. Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging (WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital Locker. Practical Sessions.	10 Hours

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