

**Government P G College, Ambala Cantt**  
**Course File (Session 2023-24)**  
**Name of Professor: Shalin Bhola**  
**Class: B. Sc. Non Medical/1<sup>st</sup> Semester**  
**Subject code and Name: B23-SEC-103 Basic IT Tools**

**SYLLABUS**

**Maximum Marks: 75**

**External: 55(35(T)+20(P))**

**Time: 3 hours**

**Internal: 20**

**Note:** 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. Candidate will have to attempt five questions in all, selecting one question from each unit. First question will be compulsory. Practicum will be evaluated by an external and an internal examiner. Examination will be of three hour duration

**UNIT-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.

**UNIT-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.

**UNIT- 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.

**UNIT-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.

**Text Books:**

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)

## COURSE OBJECTIVES

### The Course Objectives are given below

The course objective of a subject like Basic IT Tools typically aims to equip students with fundamental skills and knowledge necessary for effective use of information technology in various aspects of their personal and professional lives. Some common objectives might include:

1. **Understanding Computer Basics:** Introducing students to essential computer components, hardware, and software, including operating systems.
2. **Proficiency in Office Suites:** Familiarizing students with basic functionalities of productivity software such as word processors (e.g., Microsoft Word), spreadsheets (e.g., Microsoft Excel), and presentation software (e.g., Microsoft PowerPoint).
3. **Internet Skills:** Teaching students how to effectively use web browsers for research, communication, and online collaboration. This may include search engine strategies, evaluating online sources, and basic website creation.
4. **Email and Communication:** Providing guidance on using email effectively, including composing professional messages, managing contacts, and understanding email etiquette.
5. **File Management:** Teaching students how to organize and manage files and folders on a computer, including basic concepts of file storage, naming conventions, and backup procedures.
6. **Security Awareness:** Educating students about basic principles of cybersecurity, including password management, recognizing phishing attempts, and protecting personal information online.
7. **Introduction to Digital Media:** Introducing students to basic concepts of digital media creation and manipulation, such as image editing and basic graphic design.
8. **Ethical and Legal Considerations:** Discussing ethical issues related to technology use, including plagiarism, copyright infringement, and responsible digital citizenship.

## COURSE OUTCOMES

### After the successful completion of the course, students will be able:

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.

## LESSON PLAN

Week No	Scheduled Dates	Topics to be covered
1	<b>July 24, 2023-</b> July 25, 2023	Introduction to Computer: Computer and Latest IT gadgets, Central Processing Unit
2	<b>July 31, 2023-</b> Aug 01, 2023	Evolution of Computers & its applications
3	<b>Aug 07, 2023-</b> Aug 08, 2023	Basics of Hardware and Software, Application Software, Systems Software, Utility Software
4	<b>Aug 14, 2023-</b> Aug 15, 2023	Input devices
5	<b>Aug 21, 2023-</b> Aug 22, 2023	Output devices,
6	<b>Aug 28, 2023-</b> Aug 29, 2023	Computer Memory & storage
7	<b>Sept 04, 2023-</b> Sept 05, 2023	Mobile Apps, Test
8	<b>Sept 11, 2023-</b> Sept 12, 2023	Introduction to Operating System, Functions of the Operating system.
9	<b>Sept 18, 2023-</b> Sept 19, 2023	Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets,
10	<b>Sept 25, 2023-</b> Sept 26, 2023	User Interface for Desktop and Laptop, Task Bar, Icons & shortcuts, Running an Application
11	<b>Oct 02, 2023-</b> Oct 03, 2023	Operating System Simple Setting, Changing System Date and Time, Changing Display Properties,
12	<b>Oct 09, 2023-</b> Oct 10, 2023	To Add or Remove Program and Features, Adding, Removing & Sharing Printers,
13	<b>Oct 16, 2023-</b> Oct 17, 2023	File and Folder Management, Test
14	<b>Oct 23, 2023-</b> Oct 24, 2023	Introduction to Internet and World Wide Web, Internet, Applications of Internet,

<b>15</b>	<b>Oct 30, 2023-</b> Oct 31, 2023	Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN),.
<b>16</b>	<b>Nov 06, 2023-</b> Nov 07, 2023	Network Topology, Test
<b>17</b>	<b>Nov 20, 2023-</b> Nov 21, 2023	Website Address and URL, Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet.
<b>18</b>	<b>Nov 27, 2023-</b> Nov 28, 2023	E-mail: Using E-mails, Opening Email account, Mailbox: Inbox and Outbox,
<b>19</b>	<b>Dec 04, 2023-</b> Dec 05, 2023	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.
<b>20</b>	<b>Dec 11, 2023-</b> Dec 12, 2023	Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging (WhatsApp, Facebook Messenger, Telegram),
<b>21</b>	<b>Dec 18, 2023-</b> Dec 19, 2023	Introduction to Blogs, Digital Locker.
<b>22</b>	<b>Jan 01, 2024-</b> Jan 02, 2024	Final Test, Assignments and REVISION of Contents
<b>23</b>	<b>Jan 08, 2024-</b> Jan 9, 2024	Previous Year Question Papers Discussion