National Education Policy – 2020

Minor Vocational Course

B.Com./B.A./B. Sc. 2nd Year (4th Semester)

Subject Title: Information Technology

Subject Code: MVP- IT202

After completing the course, the student shall be able to:
- Understand the fundamentals of Information Technology and latest trends in IT.
- Learn the latest use of e-commerce and payment system
- Understand the basic concepts of computer.
- Understand the application of MS Office
- Understand the Internet Technologies
- Provide an orientation about the increasing role of computer in Business.

Programme: **Certificate**		Year: **Second**	Semester: **Fourth**	
Total Number of Hours: 15+30		Theory	Practical	
Credit		1	2	
Hours / Week		1	4	
Scheme of Examination				
Theory: 40			Practical:60	
	Final Examination	Internal Assessment (CT+TA)	Final Examination	Internal Assessment (Assignment and Attendance)
Max. Marks	40	NA	50	10
Min. Passing Marks	13	NA	25	05
Total Number of Hours: 15+30				
UNIT	Particulars (Theory + Practical)			No. of Lectures
I	**Information Technology:** Meaning, Features and Evolution of Information Technology, Applications of Information Technology in Business. Communications Channels, Types of Communication Technology. **Computer:** An Introduction of Computer, Elements of Computer System Set-up, generations of computers, characteristics and advantages of computers, functions of computers, limitations of computers, Classification of Computers.			7
II	**Hardware:** (a) Input devices (b) Output devices (c) Storage (d) Devices Central Processing Unit			10

	Software: System software: Operating systems, and its functions, Application Software: Different Types and Uses, Introduction to languages, compiler, interpreter and assembler. **Office Package:** **Word Processing;** Meaning, Role of MS Word in Creating, Edit, Insert, Formatting and Printing Documents. Spelling Check.	
III	**Electronic Spreadsheet Software;** Meaning, Application and Structure of Spreadsheet. Creating a dynamic worksheet, data entry, formatting, uses of formulas, merge and split cell, Cell Reference in MS Excel. **MS Power Point Presentation:** Meaning, application, Creating a slide, editing, delete and insert new slides formatting, insert symbols, pictures, audio and video in slide and slide show in MS Power Point. **DBMS:** Meaning, Application, MS Access.	10
IV	**Computer Networks:** Overview of Computer Network, Types of computer networks (LAN, WAN and MAN), Network topologies. **Internet:** Overview of Internet, Architecture & Functioning of Internet, Basic services over Internet like WWW, FTP, Telnet, Gopher etc., IP addresses, ISPs, URL, Domain names, Web Browsers, Internet Protocols, Search engines, e-mail, Web browsing, searching, downloading & uploading from Internet.	8
V	**E-Commerce:** Meaning - Advantages & Limitations, Impact of E-Commerce on Business Models, Classification of E-Commerce: B2B - B2C- C2B - C2C - B2G. Applications of E-commerce: E-Commerce Organization Applications. E-Marketing - E- Advertising - E-Banking - Mobile Commerce - E-Trading - E- Learning – E-Shopping. **Electronic Payment Systems:** Digital Currency - E-Cash & E-Cheque, E-Wallet, Credit Cards, Debit Cards and Other Innovative Payment Modes. Payment Gateway - Role and Functions, Electronic Fund Transfer (EFT) - Advantages and Risks, Components of effective Electronic payment systems.	10

Reference;
1. Sanjay Saxena, A First Course in Computers, Vikas Publishing House, New Delhi
2. Pradeep K. Sinha and Preeti Sinha, Foundation of Computing, BPB, Publication.
3. Arora, Sumita, Computer Applications in Business, Dhanpat Rai & Co., New Delhi.
4. Bharihoka, Deepak, Fundaments of Information Technology, Excel Book,New Delhi
5. Rajaraman, V., Introduction to Information Technology, PHI. New Delhi
6. R. Hunt, J. Shelley, Computers and Commonsense, Prentice Hall of India New Delhi
7. Leon, M. Leon, Fundamentals of Information Technology, Leon Vikas, SoftwareManual

8. P. T. Joseph S. J., E-Commerce: An Indian Perspective, PHI Learning Pvt. Ltd, (2012)

9. Nidhi Dhawan, Introduction to E – Commerce, International Book House Pvt Ltd, (2012)

10. Pandey, Adesh K., "Concepts of E-Eommerce", S.K. Kataria & Sons

11. Jain, Dipali, "Vyawasay Me Computer Ke Anuprayog", Sahitya Bhawan Publication, Agra **(Hindi).**

Suggested Continuous Evaluation Methods:

Assignment / Test / Quiz (MCQ) / Seminar/ Presentations/ Research orientation of students

Suggested equivalent online: Swayam.