



GUJARAT TECHNOLOGICAL UNIVERSITY

Bachelor of Vocation (B.Voc)

Semester: III

Branch: Sales & Marketing Management

Subject Name: Fundamentals of Information Technology

Subject Code: 1132202

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical		
			ESE (E)	PA(M)	ESE (V)	PA (I)		
3	0	0	3	50	0	0	0	50

L- Lectures; P- Practical; OJT- On Job Training; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

Content:

Sr. No.	Content	Hrs.
1	Introduction of Computer Introduction, Characteristics of Computer, Block Diagram of Computer, Role of Computer in life, Capabilities and limitations of Computer, Introduction about Input, Output and Memory Units	8
2	Internet Basics & Email Basics Meaning of Internet , What is Web, Usages of internet in our life, Search Engine, Web Browser , Internet Security , Email, Steps to create an account , Benefits of an Email, How to draft Email	10
3	MS- Office & Google Utility MS- Word : Home, Insert, Design, Page Layout, MS- PowerPoint : Presentation, Home, Insert, Design, Animation, Slide Show and layout menu Introduction of Google Utility Some Practice work on Google Docs, Google pptx , Google Forms	16
4	Cyber Security Firewall, Virus, Hacking, Ethical Hacking, Unethical Hacking, Hackers, Types of hackers , How to prevent Our Pcs / Device from attack	8
	Total	42

Reference Books:

1. Fundamentals of Computers, E Balagurusamy, Mc Graw Hill Publication
2. Introduction to Computers, Norton and Peter , Mc Graw Hill Publication
3. A to Z of Internet , Bittu Kumar, V&S Publishers
4. Fundamentals of Cyber Security, Mayank Bhusan, Rajkumar Singh, Aatif jamshed, BPB Publication
5. Office 2010 Training Guide - Prof. Satish Jain, M. Geetha, Kratika - BPB Publication



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Course Outcomes:

After learning the course the students should be able to:

1. Understood about the Computer
2. Usage of Computer in Life
3. How to Draft an email
4. Smart Use of Internet
5. Understanding About Google Utility
6. Learn About Cyber Security