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Information Technology Syllabus (WEF 2013-14)
Semester I

Objectives:

This course will enable the student to gain an understanding of the core concepts and technologies which constitute Information Technology.

I Information Technology-An Introduction

Marks:5 & Lectures 4

- Definition , Application (Science and Engineering, Business & Commerce, Education, Governance, Medicine, Entertainment)

II Data

Marks 20 & Lectures 15

- Data and Information: Definition , Types of data , Qualities of Information
- Data Representation : Character formats- ASCII ,Unicode (Definition , Adding regional languages , Phonetic keyboards)
- Data Organization : Directory structure , File formats and Compression (Text ,Audio ,Image Video)
- Data Backup : Techniques ,Scheduler , Online backup , Advantages
- Device Interfaces and Data Storage : Data device Interface access methods (USB , IDE /SATA),
- Optical memory (Blue ray) , Flash memory (USB Sticks , Memory Cards , SD ,MMC, Micro SD) ,Magnetic Memory (External disks) , New Devices (Solid state drives)

III Software : System and Applications

Marks :25 & Lectures 20

- Relationship between Hardware and Software
- Programming Languages : Low level , High level , Translators
- System Programs : Operating systems : Operating systems
 - Definition and functions of operating system .Examples of operating System
 - (Windows , Linux , Online OS , Virtual OS , Comparison) .Multi boot systems
 - (disk partitions and logical drives)Directory Structure : System directories , Users (administrator , limited rights user and guest) , User directories (directory permission)
 - Services , drives and hardware interfaces
- Application Programs
 - Definition , Examples
 - Introduction to Mathematical Computation Packages
 - Human computer interaction (HCL)

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IV Multimedia

Marks :16 & Lectures 12

- Introduction
 - Definition, Elements of Multimedia,
 - Applications of multimedia – Education, Entertainment, Business Communications, Knowledge Transfer, Public access
- Process of multimedia production
- Various file formats of text, audio, video, graphics and animation
- File compression techniques, web based multimedia
- Authoring tools, Codec's, Conversion, Compression, Transmission
- Animations –Tweening, Morphing in multimedia with examples.

II E-Commerce

Marks :18 & Lectures 13

- Introduction
 - Definition, Scope of E-Commerce, Hardware requirements, ECommerce and Trade Cycle, Electronic Markets, Electronic Data Interchange and Internet Commerce, Business to Business E-Commerce, Business to Consumer E-Commerce.
- Electronic Payment Systems
 - Types of Electronic Payment Systems – Digital Token Based Electronic Payment System – Smart Cards – Credit Cards – Risk in Electronic Payment Systems
- E-Retail
 - Shopping Cart, Examples(eBay, Amazon , music-istore)
- E-Banking
 - Online banks, Phishing, Security
- M-Commerce
 - Definition , Usage, Security

VI Social and Ethical issues in I.T

Marks :16 & Lectures 11

- Computer Ethics
- Ten commandments
- Intellectual Property
- Intellectual property rights , plagiarism , fair use , software licensing , Piracy
- Freeware and Open source software

Reference Books:

- ✓ 1. 'O' Level made simple "introduction to ICT resources" by Satish Jain, Shashank Jain, Shashi Singh & M. Geetha Lyer, BPB publication.
- ✓ 2. Coputer fundamentals fourth edition by Pradeep K. Sinha and Priti Sinha BPB publications

3. Information Technology The breaking wave by Dennis Curtin Tata McGraw-hill edition
4. Computer Fundamentals by S.N. Akhter.
5. Frontiers of Electronic Commerce Ravi Kalakota & Andrew B Whinston, Pearson Education.
6. Multimedia in practice, technology & applications, Judith jeffcoate, PHI
7. 4. Multimedia making it work, Tay Vaughan, 3rd edition, Tata McGraw-Hill

Web references

1. www.moodle.org
2. www.wikipedia.org
3. <http://carbon.cudenver.edu/~mry>

Topics	Hours
<ul style="list-style-type: none"> • Demonstrate features of any MS Windows, say of 1.0 and any of the Lotus files. • Identifying of USB ports • Setting up computer • Add a printer • Check device drivers • Installation software • Users and administrative rights in windows 	6 hours
<p>Applications in IT and Unicode</p> <ul style="list-style-type: none"> • Check up on use of 1-gigabyte hard disk, internet, and virus at network. • Enable computer to support beyond language and keyboard. Use on-screen keyboard, mouse, phonetic keyboard, type the national anthem using Unicode. 	2 hours
<p>Advanced web search and translation services</p> <ul style="list-style-type: none"> • Web search, image search • Search only for pages that contain HTML, the search terms • specify the exact phrase you type, enclose it in double quotes • use the words you type in NOT enclosed by the words you type written in a certain language, enclosed in a certain file format like ppt, pdf, etc. etc. • Advanced search options include search by IP, search by domain, search by language, search by date, search by file type, search by other advanced search features, Google, Bing, Yahoo!, Lycos, etc. • Use Online translation and mail translation services 	2 hours
<p>Minimize Google docs</p> <ul style="list-style-type: none"> • Create documents • Share and edit • Print and export • Control who can view or edit 	

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Information Technology Practical syllabus
Semester I

Objectives:

To equip students with the healthy practices and efficient use of information technology services , tools and modern devices.

Practical No.	Topics	Hours
1.	Operating System Basic <ul style="list-style-type: none"> • Installation of Operating System (Demonstration only) • Demonstrate features of any MS Windows based OS and any of the Linux flavor • Identification of Directories • Setting up computer • Add a printer • Check device drivers • Installation software • Users and administrative rights for installation 	6 hours
2.	Applications of IT and Unicode <ul style="list-style-type: none"> • Check up sites of E-governance (calculate income tax, find voter id details) • Enable computer to support regional language, add Keyboard, Use onscreen keyboard, install phonetic keyboard, type the national anthem using Unicode 	2 hours
3.	Advanced web search and translation services <ul style="list-style-type: none"> • Web search, image search • Search only for pages that contain (ALL the search terms contain the exact phrase you type, contain at least one of the words you type, do NOT contain any of the words you type, written in a certain language, created in a certain file format like ppt, pdf, rtf, doc, xls) • Advanced search operators: Include search (“+” search), synonym search, OR search, Domain search, Numrange search, other advanced search features (Google, Local language, Technology Search, Date, Occurrences, Domains, Safe search) • Use Online translators and transliteration services Multiuser Google docs <ul style="list-style-type: none"> • Create documents, spreadsheets and presentations online • Share and collaborate in real time • Safely store and organize your work • Control who can see your documents 	2 hours

4.	Multimedia <ul style="list-style-type: none"> • Image processing (resize, crop, grey scale, red-eye correction, common effects, rotation/flips, stitch images) • Audio processing (trim audio, change tempo, left & right channels) • Video trimming • Upload to flicker, picasa, youtube, wikimapia marking, edit wikipedia articles 	4 hours
5.	Ecommerce <ul style="list-style-type: none"> • Attempt to purchase a product online from any E-Commerce Site. Proceed till payment gateway. Check digital certificates (such as ebay.in and amazon.com) • Write a review of an E-Commerce Site visited include: Site description, Site Design, ease in navigation, process for purchasing items, security, privacy, compare with competitors, customer service, best features of site etc.. • An Ecommerce site case study: Include <ul style="list-style-type: none"> • Target market/audience: who uses this service? • Revenue model: where does the money come from? • Competitive environment: who else is competing in this market, or who might enter the market and threaten this company's position? • Competitive advantage analysis: how is your case company attempting to gain an advantage: competing on cost? differentiation? • How are they promoting their products in the marketplace? • How have they been doing - financial results if available? 	4 hours
6.	MS Word <ul style="list-style-type: none"> • Text formatting, justified alignment, font size, line spacing, bullets, change case, superscripts, subscripts • Page setup (margins, page size, page layout) for printing • Password protection, possible file formats, spell check, thesaurus, word count. • Mail merge, footnotes, headers and footer, different headers on different pages, page borders, page break and section break. 	2 hours

	<ul style="list-style-type: none"> • Copy/delete/move (Keyboard shortcuts ctrl-a, ctrl-c, ctrl-v, ctrl-x ctrl-j) • Inserting tables, pictures, shapes, charts, drawing, mathematical equations and special symbols 	
7.	MS Excel <ul style="list-style-type: none"> • Invoking worksheet, Entering data, editing worksheet • Sorting, formulas, Inserting charts, freezing titles • Page layout, (Margins, orientation, page-size, set print area, print titles) • Cross sheet references • Data (Get external data / import data, sort and filter, remove duplicates, data validation during entry) 	2 hours
8.	Ms Power point <ul style="list-style-type: none"> • Creating slides, Formatting, sorting • Animation, Slide master 	2 hours

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