GUJARAT TECHNOLOGICAL UNIVERSITY

INTEGRATED MASTER OF BUSINESS ADMINISTRATION

Year – Underline First (Semester – I) (W.E.F. Academic Year 2017-18)

Subject Name: FUNDAMENTALS OF INFORMATION TECHNOLOGY (FIT)
Subject Code: 2517102

1. Course Objective:

(a) The objective of this course is to introduce the students to the basic concepts of computer.
(b) Special emphasis will be laid on helping students to acquire a high degree of proficiency
in Windows based applications in various functional areas of management
(c)Provide hands on exercise to learn and use the knowledge gathered in course

2. Course Duration: The course duration is of **45 sessions of 60 minutes** each.

3. Course Contents:

Module No.	Modules with its Contents/Chapters	No. of Sessions	Marks (out of 70)
I	**BASICS OF INFORMATION TECHNOLOGY:** Introduction to Information Technology: Basic concepts of IT, Data and Information. Introduction to computer, Classification and History of computer, Block Diagram of The Computer System, Introduction to various units. Anatomy of Digital Computer, Computer Hardware and Software.	10	14
II	**APPLICATIONS OF IT:** Wide range of applications in: Home, Education and Training, Entertainment, Science, Medicine, Engineering etc. **INTRODUCTION TO IT TOOLS:** Operating System, Programming Languages, Features and trends. Types of Operating System, basics of Command based, GUI and open source OS, Configuration of Computer System.	10	14
III	**OFFICE AUTOMATION TOOLS** **MS –Word (Word Processing)*:** Working with Word, Typing and Editing, Formatting Text. Page design and layout, Adding Tables, Advanced features of word, Hypertext., Mail Merge	15	21

	MS - Excel (Worksheet)*: Entering Data, Formatting, Calculation in Worksheets, Adding Charts, Advanced features of Excel using formulas and functions **MS – PowerPoint (Presentation)*** Working with PowerPoint, Adding Text, Customize PowerPoint		
IV	**NETWORKING** Brief Introduction to Networking, Types of networking, Different topologies Introduction to Internet and World Wide Web, Uses of internet, Electronic Mail. Cloud computing, Internet security, Firewall and Anti-Virus	10	21
V	**Practical:** Microsoft word mail merge and emailing, data entry and calculation in spreadsheet, Chart preparation and PowerPoint presentation preparation with various dimensions		Internal evaluation (30 marks of CEC)

* Practical Sessions of Office Automation tools must be taken into Computer Lab

4. Teaching Methods:
The course will use the following pedagogical tools:
(a) Lectures, Discussion of new development and PowerPoint presentations
(b) IT based company visit
(C) Practical in computer lab

5. Evaluation:

The evaluation of participants will be on continuous basis comprising of the following Elements:

A	Continuous Evaluation Component comprising of project, lectures, assignments (List of activities)	(Internal Assessment- 50 Marks)
B	Mid-Semester examination	(Internal Assessment-30 Marks)
C	End –Semester Examination	(External Assessment-70 Marks)

6. Text / Reference Books:

Sr. No.	Author	Name of the Book	Publisher	Year of Publication
1	Alexis Leon & Mathews Leon	Fundamentals of Information Technology	Vikas Publishing	2nd Edition 2010

	John Walkenbach, Herb Tyson, Michael R. Groh, Faithe Wempen, Lisa A. Buck	Microsoft office 2010 bible	Wiley india	2010
2				
3	ITL Education Solutions Limited	Introduction to Information Technology	Pearson Education	2010
4	Norton and Peter,	Introduction to Computers	Tata McGraw-Hill	Latest

: Wherever the standard books are not available for the topic appropriate print and online resources, journals and books published by different authors may be prescribed.

7. List of Journals/Periodicals/Magazines/Newspapers, etc.

1. Data quest, Digit

8. Session Plan: (45 sessions of 60 minutes)

Session Nos.	Topics to be covered
1-6	Introduction to Information Technology: Basic concepts of IT, Data and Information. Introduction to computer, Classification and History of computer, Block Diagram of The Computer System
7-10	Introduction to various units. Anatomy of Digital Computer, Computer Hardware and Software
11-13	Wide range of applications in: Home, Education and Training, Entertainment, Science, Medicine, Engineering etc.
14-16	Operating System, Programming Languages, Features and trends. Types of Operating System
17-20	Basics of Command based, GUI and open source OS, Configuration of Computer System.
21-25	MS –Word (Word Processing)
26-30	MS - Excel (Worksheet)
31-35	MS – PowerPoint (Presentation)
36-40	Brief Introduction to Networking, Types of networking, Different topologies Introduction to Internet and World Wide Web
41-45	Uses of internet, Electronic Mail. Cloud computing, Internet security, Firewall and Anti-Virus