

Rajiv Gandhi Govt. College Saha (AMBALA)

(Affiliated to Kurukshetra University, Kurukshetra)

(‘B+’ Grade, NAAC Accredited)

॥ तमसो मा ज्योतिर्गमय ॥
"अंधेरे से मुझे प्रकाश की ओर ले चलो"
"From darkness, Lead me to Light"



Course File (Scheme, Syllabus and Lesson Plan)

Skill Enhancement Course (SEC)

Basic IT Tools (B23-SEC-103)

According to

**Curriculum Framework for Under-Graduate
Programmes**

**As per NEP-2020 (Multiple Entry-Exit, Internships and
Choice Based Credit System)**

**DEPARTMENT OF COMPUTER SCIENCE &
APPLICATIONS**

(For the Batches Admitted from 2023-2024)

Aug-Nov 2025
Basic IT Tools

Name of the Teacher: Dr. Rajeev Goel

Class: BA./BBA/BCom/ BSc.-I

Session: July-Nov 2025

Internal Marks: 20(15(T) +5(P))

Subject: Basic I.T. Tools

Semester: 1st Sem

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

Part A Introduction			
Subject	COMPUTER SCIENCE		
Semester	I		
Name of the Course	Basic IT Tools		
Course Code	B23-SEC-103		
Course Type:(CC/MCC/MDC/CM/DSEC/VOC/DSE/PC/AEC/VAC)	SEC		
Level of the course (As per Annexure-I	NA		
Pre-requisite for the course (if any)	NA		
Course Objectives	<p>The course will aim:</p> <ol style="list-style-type: none">1. To provide students with a foundational understanding of computer components and terminology.2. To familiarize students with the functionality and applications of operating systems on desktop and mobile devices.3. To enable students to comprehend and utilize computer networks, internet browsing, content search, email, and peer collaboration tools.4. To equip students with skills to use e-Governance applications and enhance existing skills while learning new ones using computers.5. To develop practical skills in implementing various spreadsheet tools.		
Course Learning Outcomes(CLO)	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none">1. Identify the basic components of computers and terminology2. Acquaint with Operating System and its applications for both desktop and mobile devices3. Understand computer networks, and browse the inter- net, content search, email and collaborate with peers4. Use e-Governance applications and use computer to improve existing skills and learn new skills5. Implement various spreadsheet tools practically.		
Credits	Theory	Practical	Total
	2	1	3
Contact Hours	2	2	4
Max. Marks: 75(50(T)+25(P))		Time: 3Hrs.(T), 3Hrs.(P)	
Internal Assessment Marks: 20(15(T)+5(P))			
End Term Exam Marks: 55(35(T)+20(P))			

Dr. Rajeev Goel

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Part B-Contents of the Course

Instructions for Paper-Setter

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	Topics	Contact Hours
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.	6
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.	6
III	Introduction to Internet and World Wide Web, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Network Topology, Internet, , Website Address and URL, Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet.	6
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.	6
V*	Practicum: <ul style="list-style-type: none"> Identify the various parts of computer Using computer/mobile software and hardware Use of operating system for various tasks such as file creation, directory creation, shortcut creation, using control panel, etc. Using Internet & various browsers. Identify the various hardware/software required for Internet How to create and use e-mail account Using Facebook, WhatsApp, Instagram, LinkedIn, Telegram Writing blogs 	25

Suggested Evaluation Methods

Theory:

- Class Participation: 4
- Seminar/presentation/assignment/quiz/class test etc.: 4
- Mid-Term Exam: 7

Practicum:

- ClassParticipation:2
- Seminar/Demonstration/Viva-voce/Lab records etc.:3
- Mid-Term Exam: NA

**End Term
Examination:**

A three hour exam for both theory and practicum.

Part C Learning Resources

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) Ltd.

Aug-Nov 2025

Basic IT Tools

Lesson Plan

Basic I.T. Tools

Month	Week	Topic	Remarks
Aug 2025	1	Introduction to Computer: Computer and Latest IT gadgets, Evolution of Computers & its applications	
	2	Basics of Hardware and Software, Application Software, Systems Software, Utility Software	
	3	Central Processing Unit, Input devices, Output devices, Computer Memory & storage, Mobile Apps	
	4	Introduction to Operating System, Functions of the Operating system	Class Test
Sep-2025	1	Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets	
	2	User Interface for Desktop and Laptop, Task Bar, Icons & shortcuts, Running an Application, Operating System Simple Setting	
	3	Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers, File and Folder Management	
	4	Introduction to Internet and World Wide Web, Basic of Computer Networks	Class Test
Oct-2025	1	Local Area Network (LAN), Wide Area Network (WAN), Network Topology, Internet, Applications of Internet	
	2	Website Address and URL, Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet	Mid-Term Exams
	3	Diwali Vacations	
	4	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, Attaching files with email, Email Signature	
Nov-2025	1	Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging (WhatsApp, Facebook Messenger, Telegram)	
	2	Introduction to Blogs, Digital Locker	
	3	Revision Unit-I	Class Test
	4	University Exams	

Assignment-I

- Q1. Define computer and explain its architecture (basic components).
- Q2. Explain various types of primary and secondary memories.
- Q3. Differentiate between system software, utility software and application software.
- Q4. What is operating system? Explain its various functions.
- Q5. Explain the process of add and removal of a program in windows.

Assignment-II

- Q1. Define internet and WWW
- Q2. Explain various types network topologies.
- Q3. Explain URL, DNS and IP address..
- Q4. Explain the process of creating, forwarding, replying and attaching files in an email.
- Q5. Explain Whatsapp, Facebook and Digital Locker.

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