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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Program: Bachelor of Commerce (Economics and Analytics****)** | | | | | | **Semester: I** | |
| **Course: IT Applications**  **Academic Year: 2023-2024** | | | | |  | **Code:** | |
| **Teaching Scheme** | | | | **Evaluation Scheme** | | | |
| **Lectures** | **Practicals** | **Tutorials** | **Credits** | **Internal Continuous Assessment (ICA)**  **(weightage)** | | | **Term End Examinations (TEE)**  **(weightage)** |
| **30 lab sessions** | **Nil** | **Nil** | **02** | **20** | | | **30** |
| **Learning objectives:**  Objectives  1 Develop a basic understanding of computer hardware, software, and operating systems.  2. Gain knowledge of fundamental computer concepts, including file management, networking, and internet basics.  3. Learn essential skills for using common software applications and navigating computer interfaces effectively. | | | | | | | |
| **Learning Outcomes:**   1. Familiarity with computer hardware components and their functions, including CPUs, memory, storage devices, and input/output devices. 2. Understanding of operating systems and their functionalities, including file management, user accounts, and system customization. 3. Proficiency in using common software applications such as word processors, spreadsheets, and web browsers, including creating and editing documents, managing data, and browsing the internet safely and securely. | | | | | | | |
| **Detailed Syllabus: ( per session plan )**  **Session Outline For IT Applications**  **Each lecture session would be of one hour duration (30 sessions)** | | | | | | | |

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| --- | --- | --- | --- |
| **Module** | **Module Content** | **Module Wise Pedagogy Used** | **Module Wise**  **Duration** |
| I | **Learn word**  Creating/saving of document, editing and  formatting features, designing title page, preparing  index, use of SmartArt cross reference, bookmark and  hyperlink, mail merge feature |  | 04 |
| II | **Spreadsheet application (e.g.MS** Excel/openoffice.org)  Creating/Saving and editing spreadsheets, Drawing charts  Using Basic Functions: text, math & trig, statistical, date & time, database, financial, logical  Data analysis – sorting data, filtering data (AutoFilter, Advanced Filter), data validation | Classroom sessions with adaptive methods & computational thinking | 20 |
| III | **Presentation software**  Creating a presentation with minimum 20 slides with a script.  Presenting in different views, inserting pictures, videos, creating animation effects on them slide transitions  Timed presentations. rehearsal of presentation  **Introduction to email**  Writing professional emails, creating digitally signed documents  Use of Outlook: Configuring Outlook, creating and managing profile in outlook  Sending and receiving emails through outlook, Emailing the merged documents  Introduction to Bulk Email software |  | 06 |

Reference: https://learn.microsoft.com/en-us/microsoft-365/?view=o365-worldwide

**EVALUATION PATTERN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Marks | External Component | Internal Component[ICA] | Internal test: Assignment[ICA Component] | | |
| 50 | 30 | 20 | 10 | 10 |  |
| 1] For 50 Marks-ICA Test Component-2 test of 10 marks, Average of the 2. 2] Duration: 30 marks -1 hour, 10 marks-20 Minutes 3]ICA Test-Offline | | | | | |
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**Internal Class Test 10 Marks Paper Pattern (Pen Paper based)**

|  |  |  |
| --- | --- | --- |
| Que 1 | Fill in the Blanks |  |
|  |  | (04) |
| Que 2 | Descriptive Question | (03) |
| Que 3 | Descriptive Question | (03) |

1. **10 Marks Assignments / Case study / Mini Project**
2. **30 Marks Final Exam Paper Pattern**
3. Note: Examination shall be conducted in machine test form in Batches (Max Batch-size 30) in computer lab.
4. One External examiner is required along with internal examiner for conduct of examination.
5. Question paper should have maximum number of distinct sets, kept faced down on table, from which student will pick up one question paper.
6. Duration of the examination is 2 Hours
7. Marks distribution as given below

|  |  |  |
| --- | --- | --- |
| Que 1 | Practical Question 1 | (15) |
| Que 2 | Practical Question 2 | (15) |

Evaluation shall be done by examiners on machine in computer lab.

Answer sheet/Print out of Code is required