Class:	Semester	Title of The Paper:	Paper Code:	W.E.F
I.BCOM(GEN,TP,LOG),BBA ,B.Sc(MPC,CBZ)	**II**	**INFORMATION & COMMUNICATION TECHNOLOGY**	**R20LSC20 1CS**	**2020- 2021**

Total No of Hours for Teaching - Learning	Instructional Hours for Week		Duration of Semester End Examination in Hours	Max Marks		Credits
30 Hours	Theory	Practical	2 Hours	CIA	SEE	2
	2	-			50	

Objectives:

This course aims at acquainting the students with basic ICT tools which help them in their day to day and life as well as in office and research.

Course outcomes:

After completion of the course, student will be able to;

1. Understand the literature of social networks and their properties.
2. Explain which network is suitable for whom.
3. Develop skills to use various social networking sites like twitter, flickr, etc.
4. Learn few GOI digital initiatives in higher education.
5. Apply skills to use online forums, docs, spreadsheets, etc for communication, collaboration and research.
6. Get acquainted with internet threats and security mechanisms.

UNIT-I: (08 hrs)

Fundamentals of Internet: What is Internet?, Internet applications,Internet Addressing – Entering a Web Site Address, URL–Components of URL, Searching the Internet, Browser –Types of Browsers,Introduction to Social Networking: Twitter, Tumblr, LinkedIn, Facebook, flickr, Skype, yahoo, YouTube, WhatsApp .

UNIT-II:(08 hrs)

E-mail: Definition of E-mail -Advantages and Disadvantages –User Ids, Passwords, Email Addresses, Domain Names, Mailers, Message Components, MessageComposition, Mail Management.

G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Google forms.

UNIT-III:(10 hrs)

Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirus software, Firewalls, Cryptography, Digital signatures, Copyright issues.

What are GOI digital initiatives in higher education? (SWAYAM, SwayamPrabha, National Academic Depository, National Digital Library of India, E-Sodh-Sindhu, Virtual labs, e-acharya, e-Yantra and NPTEL).

RECOMMENDED CO-CURRICULAR ACTIVITIES: (04 hrs)

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

1.   Assignments(in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging)

2.   Student seminars (on topics of the syllabus and related aspects (individual activity))

1.   Quiz andGroup Discussion

3.   Slip Test

4.   Try to solve MCQ's available online.

5.   Suggested student hands on activities :

   a.   Create your accounts for the above social networking sites and explore them,

establish a video conference using Skype.

b. Create an Email account for yourself- Send an email with two attachments to another friend. Group the email addresses use address folder.

c. Register for one online course through any of the online learning platforms like NPTEL, SWAYAM, Alison, Codecademy, Coursera. Create a registration form for your college campus placement through Google forms.

Reference Books :

1. In-line/On-line : Fundamentals of the Internet and the World Wide Web, 2/e – byRaymond Greenlaw and Ellen Hepp, Publishers : TMH
2. Internet technology and Web design, ISRD group, TMH.
3. Information Technology – The breaking wave, Dennis P.Curtin, Kim Foley, Kunai Sen and Cathleen Morin, TMH.

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Model Question Paper

Time: 1 1/2 hrs (90 Minutes)

Max. Marks: 50 Time: 1 1/2 hrs (90 Minutes

<u>Section -A</u>   (Total: 4x5=20 Marks)

(Answer any four questions. Each answer carries 5 marks

(Total 8 questions. At least 1 question should be given from each Unit)

1. what are the applications of internet?
2. write about google drive?
3. Explain email threats.
4. Write about virtual labs?
5. write a note on Facebook.
6. Explain Message Components in email.
7. Describe copyright issues.
8. Write a note on YouTube.

<u>Section- B</u> (Total: 3x10 = 30 Marks)

(Answer any three questions. Each answer carries 10 marks

(Total five questions. At least 1 question should be given from each Unit)

1. Explain different types of web browsers.
2. Explain email advantages and disadvantages
3. Explain digital signature.
4. Write steps for creating google forms.
5. Explain different types of social networks.

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SECTION A (5*5=25 Marks)

➢ 5 Questions to be answered out of 8 Questions

SECTION B (5*10=50 Marks)

➢ 3 Questions to be answered out of 5 Questions

Illustration of Model Question Paper

	Section A	Section B
UNIT I	3	1
UNIT II	3	2
UNIT III	2	2
	8	5