

B.Com.
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.	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.	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 	4 hours

	<ul style="list-style-type: none"> • Upload to flicker, picasa, youtube, wikimapia marking, edit wikipedia articles 	
5.	<p>5. Ecommerce</p> <ul style="list-style-type: none"> • Attempt to purchase a product online from any ECommerce 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.	<p>MS Word</p> <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. • 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 	2 hours
7.	<p>MS Excel</p> <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.	<p>8. Ms Power point</p> <ul style="list-style-type: none"> • Creating slides, Formatting, sorting • Animation, Slide master 	2 hours