

**FUNDAMENTALS OF INFORMATION TECHNOLOGY
(BBA-103)**

UNIT PLAN

BBA-1st Semester (July 2017-Dec 2017)

Total Marks-100

Fundamentals of Information Technology

Ext-90, Int-10

INTRODUCTION: One can't imagine any economy without support of IT. There is now hardly any activity which is done without support of IT. The basic objective of this paper is to provide fundamental knowledge about IT so that student can better perform in any area of operation and can even do excel in the field of commerce with IT specialization.

Details of Unit plan for Unit-I :- (Time: 15-20 lectures)

Topic	Teaching Points	Specific Objectives	Methodology , approaches and techniques	Resources and links
a) Computer fundamentals	Types of computer, Bit, Byte, Word, Microprocessor, Ram, Rom, Hardware and Software, Operating system, Windows.	To provide basic knowledge about computer, MS Word, Microprocessor, Memory management, Operating system, Windows.	Class lectures, Power point presentations, Online video lectures.	Course books(recommended), https://www.tutorialspoint.com/ , https://www.edutechlearners.com , e-books, online ppt.
b) Word Basics	Opening word, Document editing, Creating new document, Formatting, Save, Text Alignment, Page Number, Spell check, Spacing, Word art, Clip Art.	To provide knowledge about MS word's unlimited features that is used for writing or editing of a document.	Class lectures, Power point presentations, Online video lectures.	Course books(recommended), https://www.tutorialspoint.com/ , https://www.edutechlearners.com , e-books, online ppt.
c) Excel basics	Spreadsheet, Creating spreadsheet, Rows, columns, cell, formatting features, Charts, Graphs, Formulas, Microsoft Power point.	To provide knowledge about Spreadsheets and MS power point.	Class lectures, Power point presentations, Online video lectures.	Course books(recommended), https://www.tutorialspoint.com/ , https://www.edutechlearners.com , e-books, online ppt.

Details of Unit plan for Unit-II :- (Time: 15-20 lectures)

Topics	Teaching Points	Specific Objectives	Methodology, Approaches and techniques	Resources and links
a) Internet basics	Internet, web access, copying text, bookmarks, search engines, Websites, E-commerce.	To make students understand the concept on Internet, Web search, Search engines, e-Commerce.	Class lectures, Power point presentations, Online video lectures.	Course books(recommended), https://www.tutorialspoint.com/ , https://www.edutechlearners.com , e-books, online ppt.
b) E-business Infrastructure	Internet, World wide web, VoIP, internet standards, HTTP, e-business infrastructure, Web services and SOA, Future of Internet infrastructure.	To Present the concept of Internet, Web services and future of internet.	Class lectures, Power point presentations, Online video lectures.	Course books(recommended), https://www.tutorialspoint.com/ , https://www.edutechlearners.com , e-books, online ppt.

Curriculum Studies (Fundamentals of IT)

BBA 1st Semester

Question Bank

Unit -I

Short Answer Type Questions:-

1. What is computer? Types of computer.
2. Define: Bit, Byte.
3. What are microprocessors?
4. Differentiate RAM and ROM.
5. Define: Bus, Port, Operating system, System software.
6. What do you mean by MS-Word? Why do we need this in our computer system?
7. Describe the different editing tools in MS-Word.
8. What is: Page numbers, Header and Footer, word art?
9. What is spreadsheet? How do we create it?
10. Define: Rows, Column, Cell, charts, graphs.
11. What is Power point? Explain.

Long Answer Type Questions:-

1. What is computer? Write about its different types in detail. What type of computers do we use now?
 2. What do you mean by Operating system? Write in detail about different type of operating system in compute world.
 3. Differentiate between System software and application software. MS Word is what type of software?
 4. What is spreadsheet? Why do we use it? Write about its tools.
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Unit –II

Short Answer Type Questions:-

1. What is Internet? What it is used for?
2. What is a web page? What is its source?
3. What is the meaning of search engine? Write the names of few.
4. What is e-Commerce?
5. Why is e-commerce so popular these days?
6. How can we evaluate website?
7. What is WWW? Write a short note on it.
8. What is VoIP?
9. What is HTTP? What is its role on internet?
10. Define Web Services.

Long Answer Type Questions:-

1. What is Internet? What is the role of internet in everyday dealings? Write a short note on WWW.
 2. Describe e-Commerce. What is the history of e-Commerce? What is the Difference between-Commerce and traditional commerce?
 3. What is VoIP? Explain its working?
 4. What is web service? Why do we need web services? Explain Service oriented Architecture (SOA).
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