



SARDAR VALLABHBHAI PATEL EDUCATION SOCIETY'S
R. N. G. PATEL INSTITUTE OF TECHNOLOGY - RNGPIT

An Autonomous Institute u/s UGC Act 1956

Approved by AICTE & affiliated to Gujarat Technological University

Bardoli - Navsari Road, At: Isroli (tarpore), Po: Afwa, Tal: Bardoli, Dist: Surat, Pin - 394620
Phone: 95129 00457, 95129 00458 • Email: Info@rngpit.ac.in • Website: www.rngpit.ac.in

Program Name: Integrated MBA

Level: Under Graduation

Branch:

Course / Subject Code: 1BB0106

Course / Subject Name: Fundamental of Information Technology

w. e. f. Academic Year:	2024-25
Semester:	I
Category of the Course:	Multi-Disciplinary Elective Course (MDEC)

Prerequisite:	
Rationale:	

Course Outcome:

After Completion of the Course, Student will able to:

No	Course Outcomes	RBT Level
01	Understand basic concept & terminologies of Information Technology	U
02	Understand Computer system and it's components.	U
03	Illustrate Application of IT & It's tools	A
04	To acquire a high degree of proficiency in Windows based applications in various functional areas of management	R/U
05	Understand the computer networks & topology	U

*Revised Bloom's Taxonomy (RBT)

Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR		C	Theory		Tutorial / Practical	
			SEE (TH)		IAT	CCE	SEE (P)	
1	1	0	2	70	30	50	00	150

SEE: Semester End Examination

IAT: Internal Assessment Test

CCE: Continuous and Comprehensive Evaluation



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Course Content:

Unit No.	Content	No. of Hours	% of Weightage
1.	Basics of Information Technology: Introduction to Information Technology: Basic concepts of IT, Data and Information. Introduction to computer, Classification and History of computer, Block Diagram of The Computer System, Introduction to various units. Anatomy of Digital Computer, Computer Hardware and Software.	07	25%
2.	Applications of IT: Wide range of applications in: Home, Education and Training, Entertainment, Science, Medicine, Engineering, E-Commerce etc. Introduction To IT Tools: Operating System, Programming Languages, Features and trends. Types of Operating System, basics of Command based, GUI and opensource OS, Configuration of Computer System.	08	25%
3.	Office Automation Tools MS –Word (Word Processing): Working with Word, Typing and Editing, Formatting Text. Page design and layout, Adding Tables, Advanced features of word, Hypertext., Mail Merge MS - Excel (Worksheet): Entering Data, Formatting, Calculation in Worksheets, Adding Charts, Advanced features of Excel using formulas and functions MS – PowerPoint (Presentation)* Working with PowerPoint, Adding Text, Customize PowerPoint	07	25%
4.	Networking : Brief Introduction to Networking, Types of networking, Different topologies Introduction to Internet and World Wide Web, Uses of internet, Electronic Mail. Cloud computing, Internet security, Firewall and Anti-Virus, Introduction to new technology trends(AI,VR,IOT)	08	25%
5.	Practical: Microsoft word mail merge and emailing, data entry and calculation in spreadsheet, Chart preparation and PowerPoint presentation preparation with various dimensions	--	30 Marks
Total		30	100

Suggested Specification Table with Marks (Theory):



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Distribution of Theory Marks (in %)

R Level	U Level	A Level	N Level	E Level	C Level

Where R: Remember; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create (as per Revised Bloom's Taxonomy)

Evaluation:

Students shall be evaluated on the following components:

A	Continuous and Comprehensive Evaluation	(Internal Assessment – 50 Marks)
	Practical activities suggested in Module V	30 Marks
	Class Presence & Participation	10 Marks
	Quiz	10 Marks
B	Internal Assessment Test	(Internal Assessment-30 Marks)
C	Semester End Examination	(External Assessment-70 Marks)

References/Suggested Learning Resources:

(a) Books:

1. Alexis Leon & Mathews Leon," Fundamentals of Information Technology", Vikas Publishing, 2nd Edition 2010
2. John Walkenbach,Herb Tyson, Michael R. Groh, Faithe Wempen, Lisa A.Buck,"Microsoft office 2010 bible", Wiley india 2010
3. ITL Education Solutions Limited," Introduction to Information Technology" Pearson Education,2010
4. Norton and Peter," Introduction to computers", Tata McGraw-Hill, Latest
