



**Teaching and Examination Scheme:**

Teaching Scheme			Credits	Examination Marks				Total Marks
L	P	OJT		Theory		Tutorial/ Practical		
			University exams (ESE)	Progressive Assessment (PA)	External Practical /viva Exam (ESE)	Internal evaluation Practical /viva Exam (PA)		
3	-	-	3	50	-	-	-	50

L- Lectures; P- Practical; OJT- On Job Training; C- Credit; ESE- End Semester Examination; PA- Progressive Assessment

**Course Content**

Unit No.	Content	Hours
1.	Computer Organization & OS: User perspective. • Understanding of Hardware. • Basics of Operating System.	10
2.	Networking and Internet. • Network Safety concerns. • Network Security tools and services. • Cyber Security. • Safe practices on Social networking.	08
3.	Office automation tools: • Spreadsheet. • Word processing. • Presentation.	08
4.	Multi Media Design: (Open Source Design Tools). • Interface and Drawing Tools in GIMP. • Applying Filters. • Creating and handling multiple layers. • Using Stamping and Smudging tools. • Importing pictures.	08
5.	• Commonly encountered problems. • (Monitor: No display, KB/Mouse not responding, monitor giving beeps, printer not responding, check for virus, Delete temporary files if system is slow, adjust mouse speed). Work Integrated Learning IT – ISM • Identification of Work Areas. • Work Experience.	08
<b>Total Hours</b>		<b>42</b>

**Suggested Specification table with Marks (Theory):**

Distribution of Theory Marks				
R Level	U Level	A Level	N Level	E Level
5	20	15	5	5

Legends: R: Remembrance; U: Understanding; A: Application, N: Analyze and E: Evaluate and above Levels (Bloom’s Taxonomy)



**GUJARAT TECHNOLOGICAL UNIVERSITY**

**Syllabus for Diploma in Vocation (D.Voc), 3<sup>rd</sup> Semester**

**Branch: Automobile Servicing/Software Development**

**Subject Name: IT Tools**

**Subject Code: 1230102**

**With effective  
from academic  
year 2018-19**

**Reference Books:**

1. IT Tools, R.K. Jain, Khanna Publishing House
2. Information Security & Cyber Laws, Sarika Gupta, Khanna Publishing House
3. Mastering PC Hardware & Networking, Ajit Mittal, Khanna Publishing House