



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A ++' GRADE' UNIVERSITY)
Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

Academic Section

Email: academicsectionju14@gmail.com

NOTIFICATION (25/Sep/Adp./ 93)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the revised Syllabi and Courses of Studies of the subject of **Information Technology (B.A./B.Sc.) (Skill Enhancement Course)** of Semester I, II and III for **Four Year Under Graduate Programme (FYUGP)** as per **NEP-2020 (as given in the annexure)** for the **Regular Candidates** for the examinations to be held in the years as per the details given below:-

Subject	Semester	Existing Course	Code	New Course	Code	For the examinations to be held in the year	Change of %
Information Technology (B.A./B.Sc.)	Semester-I	USEITT-104 (Skill Enhancement Course)		USEITT-111 (Skill Enhancement Course)		Dec. 2026, 2027 and 2028	100%
	Semester-II	USEITT-204 (Skill Enhancement Course)		USEITT-211 (Skill Enhancement Course)		May 2027, 2028 and 2029	100%
	Semester-III	USEITT-305 (Skill Enhancement Course)		USEITT-311 (Skill Enhancement Course)		Dec. 2027, 2028 and 2029	100%

The Syllabi of the courses is also available on the University website: www.jammuuniversity.ac.in.

Sd/-

DEAN ACADEMIC AFFAIRS

No. F. Acd/II/25/10281-282

Dated: 25/9/25

Copy for information and necessary action to:

1. Dean, Faculty of Mathematical Science
2. Convener, Board of Studies in **Computer Science & IT**
3. All members of the Board of Studies
4. Sr. P.A. to the Controller of Examinations
5. Director, Centre for IT Enabled services and Management, University of Jammu for information and for uploading on University Website.
6. C.A. to the Controller of Examinations
7. Director, Computer Centre, University of Jammu.
8. Joint Registrar/Deputy Registrar/Asst. Registrar (Conf./Exam UG/Exam. Non Prof.)

Abuoca
24/9/25
Joint Registrar (Academic)

[Signature]
25/9/25

B. A. / B. Sc. Honours
IN
INFORMATION TECHNOLOGY

SKILL COURSES

Four Year Undergraduate Programme

As per NEP 2020 guidelines

Under Choice based Credit System

FOR THE STUDENTS TO BE ADMITTED IN THE SESSIONS
2025-26, 2026-27, 2027-28



IT (Arts and Science) - FIRST SEMESTER

Course: Skill Enhancement Course (SEC)
Course Credits: (L-P-T)
(1-2-0)
Total marks: 75

Course Title: Office Tools
Course Code: USEITT111
Practical Evaluation: 50 Marks
End Semester Examination: 25 Marks of 2 hours duration

For examinations to be held in Dec ~~2025~~ 2026 and 2027 and 2028

Course objectives & learning outcomes:

1. To provide working knowledge of word processing software.
2. To impart the skill to work with features of a spreadsheet software.
3. To develop the ability to prepare PowerPoint presentation.

UNIT -I

Word: Text Editor: Types- Line Editor, Word Editor, Page editor and their features. Entering text: selecting, editing, inserting, moving, copying, deleting, undo, redo, spell check. Formatting document: Changing Font type, applying effects, changing color, case, alignment, applying Superscript, Subscript, creating bulleted and Numbered List, Applying Border and Shading, Applying Drop Cap Effect, Header, Footer. Using Clip Art, Word Art. Working with Table: Creating, Entering Data, Modifying, Formatting, Inserting Picture. Copying Formatting to another Selection, Page Formatting, Setting Page Properties, Previewing and Printing a Document, Using Mail Merge. 10 Hours

UNIT -II


Excel: Introduction to Row, Cell, Workbook, Worksheet. Components and features of a Worksheet, Moving Around the Spreadsheet, Entering Data, Inserting and Deleting Cells, Columns and Rows, Changing Row Height and Column Width, Types of Data, Performing Calculations, Using Formula, Sorting Data, Custom Sorting, Charts, Filters. AutoFill and Flash Fill, Managing Worksheets, Saving Workbook. 10 Hours

UNIT-III

Powerpoint: Starting Powerpoint, Components, Creating and Saving Presentations, Opening, Closing, Running and Exiting a Presentation, Adding and deleting slides to a Presentation, Formatting Text in a slide, Inserting Objects in a Slide, Rotating and Resizing a Picture, Shape, Text or Object, Transitions, Animations and Views. 10 Hours

Suggested readings/ references:

1. Joe Habraken, "Microsoft Office Inside Out (Office 2021 and Microsoft 365)", Microsoft Press.
2. Joan Lambert, Curtis Frye, "Microsoft Office 2016 Step by Step", Microsoft Press.
3. Linda Foulkes, "Learn Microsoft Office 2019: A Comprehensive Guide to Getting Started with Word, PowerPoint, Excel, Access, and Outlook", Packt Publishing Limited.



IT (Arts and Science) - FIRST SEMESTER

Course: Skill Enhancement Course (SEC)
Course Credits: (L-P-T)
(1-2-0)
Total marks: 75

Course Title: Office Tools
Course Code: USEITT111
Practical Evaluation: 50 Marks
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For examinations to be held in Dec ~~2025~~ 2026 and 2027 and 2028

NOTE FOR PAPER SETTERS FOR EXAMINATIONS -

The question paper will be divided into the following two sections. No question shall be repeated in the question paper.

Section A

Total of Four (4) short answer questions covering all three units with atleast one question from each unit shall be set. The candidates are required to attempt all questions. Each question shall be of 2½ Marks.

(4x 2½ = 10 marks)

Section B

Total of Six (6) long answer questions, selecting two questions from each unit with internal choice shall be set. The candidates are required to attempt three questions selecting one from each unit. Each question shall be of 5 Marks.

(3 x 5 = 15 marks)

Note: The paper setter shall ensure that the questions are uniformly distributed over entire syllabus.

Practical Evaluation

Daily evaluation of practical's/Viva voce etc.

10 marks

Final Examination

40 Marks

Pattern for practical examination

Practical file	5 Marks
Written examination	20 Marks
Viva-Voce	15 Marks
Total	40 Marks

IT (Arts and Science) - SECOND SEMESTER

Course: Skill Enhancement Course (SEC)
 Course Credits: (L-P-T)
 (1-2-0)
 Total marks: 75

Course Title: Technology Awareness
 Course Code: USEITT211
 Practical Evaluation: 50 Marks
 End Semester Examination: 25 Marks of 2 hours duration

For examinations to be held in May ~~2026~~ 2027 and 2028 and 2029

Course objectives & learning outcomes:

1. To provide working knowledge of word processing software.
2. To impart the skill to work with features of a spreadsheet software.
3. To develop the ability to prepare PowerPoint presentation.

UNIT - I**Web Security**

Malware and its types, Viruses, Worms Spyware, Trojan horse, Logic Bombs, Ransomware, Key loggers, Adware, Spyware

Cyber threats and its types : Denial of Service, Man in the Middle, Phishing, SQL Injection, Password Attacks, cyber stalking etc.

Protection against Cyber threats, identity protection, proper usage of passwords, privacy, confidentiality of information, Anti Virus, firewall, reporting cybercrime.

10 Hours

UNIT - II**Electronic Mail, Instant Messaging and Collaboration**

Basics of E-mail: What is an Electronic Mail, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, attachment, difference between Bcc & Cc, Forwarding an E-mail message, Replying an E mail Message, Sorting and Searching emails, Spam mail, Draft mail, trash, E-mail Filter.

Instant Messaging and Collaboration: Using Instant messaging, Instant messaging providers, Best Practices for Instant Messaging, Netiquettes;

Google forms: Creation, Sharing, Setting, Managing responses, Google sheets.

10 Hours

UNIT - III**E-Governance Services and Financial Literacy**

Definition of e-Governance, Interactions in e-Governance: Government to Government, Government to Citizen, Government to Business, Government to Employee, Advantages of e-Governance, Various e-Governance Initiatives, Using various E-governance services like Dig locker, Aadhar, Parivahan, GEM etc

E-payment system, Types of e-payment system: UPI [Unified Payment Interface], AEPS [Aadhaar Enabled Payment System], USSD [Unstructured Supplementary Service Data], Card [Credit / Debit], eWallet, PoS [Point of Sale], Internet Banking : National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS) Immediate Payment Service (IMPS), Secured Online Payment methods.

10 Hours

Suggested Readings:

1. Roberta Bragg, Mark Rhodes-Ousley, Keith Strassberg, "Network Security: The Complete Reference", McGraw Hill Education.
2. E Balagurusamy, "Fundamentals of Computers", Tata McGraw Hill.
3. Behrouz A. Forouzan, "Data Communication and Networking", McGraw Hill Education.
4. P. Kumar, A. Tomar, and R. Sharmila, "Emerging Technologies in Computing: Theory, Practice, and Advances", 1st Edition, 2021.
5. Peter Norton, "Introduction to Computers", Tata McGraw Hill.
6. K. C. Laudon, & C.G. Traver, "E-commerce", MA: Pearson, 2013.

IT (Arts and Science) - SECOND SEMESTER

Course: Skill Enhancement Course (SEC)
Course Credits: (L-P-T)
(1-2-0)
Total marks: 75

Course Title: Technology Awareness
Course Code: USEITT211
Practical Evaluation: 50 Marks
End Semester Examination: 25 Marks of 2 hours duration

For examinations to be held in May ~~2026~~ 2027 and 2028 and 2029

NOTE FOR PAPER SETTERS FOR EXAMINATIONS -

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(4x 2½ = 10 marks)

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Total of Six (6) long answer questions, selecting two questions from each unit with internal choice shall be set. The candidates are required to attempt three questions selecting one from each unit. Each question shall be of 5 Marks.

(3 x 5 = 15 marks)

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Practical Evaluation

Daily evaluation of practical's/Viva voce etc.

10 marks

Final Examination

40 Marks

Pattern for practical examination

Practical file	5 Marks
Written examination	20 Marks
Viva-Voce	15 Marks
Total	40 Marks

IT (Arts and Science) – THIRD SEMESTER

Course:	Skill Enhancement Course (SEC)	Course Title: Cyber Security
Course Credits:	(L-P-T) (1-2-0)	Course Code: USEITT311
Total marks:	75	Practical Evaluation: 50 Marks
		End Semester Examination: 25 Marks of 2 hours duration

Course objectives & learning outcomes:

1. To provide the basic knowledge of cyber crimes.
2. To impart the knowledge of security threats.
3. To learn the fundamentals of safeguarding against cyber crimes.

For examinations to be held in Dec ~~2026~~ 2027 and 2028 and 2029

UNIT-I

Cyber Crime and its types, Cyber security, Components of Cyber Security, Need of data privacy and security, Computer Security Concepts (Confidentiality, Integrity and Authentication).
Security Threats/Attacks - DoS, DDoS, Spoofing, virus, worms, Trojans, Backdoor, phishing, and spam, Vulnerabilities – Network, Operating System, Process, Human Protection from cyber-attacks.

UNIT - II

Web attacks (Browser attacks, Web attacks targeting users, Obtaining user's or website data, email attacks), Digital payments and its security (Online banking security, Mobile banking security, Security of debit/credit card), Cyber Security of digital devices, Tools and technology for cyber security (Encryption, Anti-virus, Firewalls, Cyber security best practices, Platform to report cybercrime, Security controls (Management, Operational, Physical), Digital Forensics, Ethical hacking, Database Security, Social Engineering, Careers in cyber security.

UNIT – III

Introduction to cryptography, Encryption and Decryption, Characteristics of Good Encryption Technique, Plain text and Cipher text, Substitution techniques—Caesar Cipher, Monoalphabetic Cipher, Polygram Substitution and Play Fair. Types of Encryption Systems, Cryptanalysis, Symmetric and asymmetric cryptography, Authentication (Password-Based, Address-Based and Certificate-Based Authentication)

Suggested Readings:

1. Principles of Information Security – M. E. Whitman and H. J. Mattord, Cengage Learning.
2. Network Security Essentials: Applications and Standards - William Stallings, Pearson.
3. Cryptography and Network Security – Atul Kahate, McGraw Hill Professional Publication.
4. Information Security: The complete reference – Mark Rhodes-Ousley, McGraw Hill Professional Publication.
5. Information Security: Principles and Practices – Mark S. Merkow and Jim Breithaupt, Pearson.
6. Network Security: Private communication in a Private world – C. Kaufman, R. Perlman, M. Speciner, Pearson.

IT (Arts and Science) – THIRD SEMESTER

Course: Skill enhancement Course (SEC)
Course Credits: (L-P-T)
(1-2-0)
Total marks: 75

Course Title: Cyber Security
Course Code: USEITT311
Practical Evaluation: 50 Marks
End Semester Examination: 25 Marks of 2 hours duration

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