



CLUSTER UNIVERSITY SRINAGAR

SYLLABUS (FYUP UNDER NEP 2020)

Offered By Department Of COMPUTER APPLICATIONS

Semester 1st to 3rd (Multi-Disciplinary Course)

Course Title: Basics of Computers & MS Office Tools

Course Code: UGCOA22D101

Credits: 3

Contact Hrs: 45

Max. Marks: 75

External: 55; Min Marks: 22

Internal (Continuous Assessment): 20 Marks, Min Marks: 08

Objective: This course introduces learners with basic computer fundamentals, MS-office tools and imparts basic knowledge of internet.

Course Outcomes: After the completion of the course, the student should have the basic knowledge of Computer and MS-office applications including MS-Word, MS-Excel and MS-Powerpoint

UNIT I

15 Hrs

Computer Basics: Introduction to a Computer; Applications of Computer ; Block Diagram of Computer; Main components of a computer; Introduction to input , output and storage devices; Introduction to Hardware and software ; Role and functions of operating system; Features of Windows, Linux and Android operating system.

UNIT II

15 Hrs

MS-Office Tools : Word Processing Basics; Opening and Closing of Documents; Text Creation and Manipulation; Working with Tables; Header and Footer; Inserting Pictures, Clipart, Setting page size and margins; Printing documents; Mail Merge ;

MS-Excel: Basics of Spreadsheet; Features of MS-Excel; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

MS-Power Point: Features; Creating and Editing Presentation; Using built-in templates; Slide Show; Working with design and animations;

UNIT III

15 Hrs

Internet Basics: Computer Network; Types of Network; Concept and applications of Internet; Introduction to WWW, Web Browser, Search Engines and ISP; Understanding URL; Using e-Mails; Instant messaging; Video Conferencing; Introduction to E-Commerce; Netiquettes;

References:

1. P.K Sinha and P.Sinha, Foundations of Computing, BPB publication.
2. Microsoft Office 2010 Training Guide, BPB Publications.
3. Fundamentals of Internet & WWW, Greenlaw & Hepp, TMH.
4. Peter Norton: Computing Fundamentals. 6th Edition, McGraw Hill-Osborne,2007
5. Achyut Godbole, Data Communications and Networks,TMH.