

B.Sc. (Honors)
Semester – I
Subject Name: Basics of Computer
Code: SEC-BOC-116
Credit Marks Distribution - 02

• **COURSE OBJECTIVES:**

- The purpose of this course is to provide the operating and office management tools.
- A student can be exposed to the working knowledge of Windows based operating systems and software packages such as windows –XP, Windows -7, Windows -10 etc. and MS -Office.

• **PRE-REQUISITE:**

- One should be aware about basic knowledge of computer.

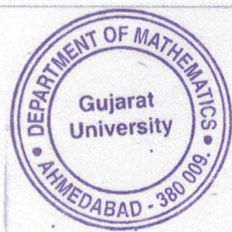
• **COURSE OUTCOMES:**

After completion of the course, the students shall be able to:

- Develop a clear understanding and knowledge about the functioning of a Computer software and window operating system
- Demonstrate proficiency in Microsoft word & PowerPoint
- Develop understanding of computer fundamentals, functions and their classifications.

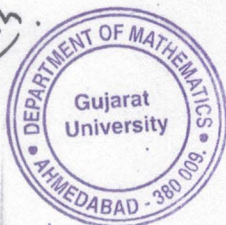
UNIT	CONTENT	WEIGHTAGE
1	<p><u>Introduction to Computers, Operating System, Windows & its Utilities:</u></p> <ul style="list-style-type: none"> ❖ Parts of Computer : <ul style="list-style-type: none"> ○ Input Devices - keyboard, Pointing Devices (Mouse, Trackball, Touch Panel, and Joystick), Light Pen, Scanners, web cam, Digitizers, MICR, OCR, OMR, Bar-code Reader. ○ Output Devices-monitor-CRT and LCD, printers- Impact Printers (Daisy Wheel, Dot Matrix, Line Printer, Chain Printer), Non-Impact Printers (inkjet, Laser Printer, Barcode Printers, Electro static printers and plotters). ○ Storage Devices- primary and secondary, Data Storage and Retrieval methods, Classifications Volatile Memory and Non- Volatile, ROM, RAM, EPROM, PROM, EEPROM, Cache Memory, magnetic disks, optical disks (CDROM, WORM, DVD, Blue Ray Disc), Flash Memory, SD/MMC Memory cards, File system, File Allocation Table (FAT , FAT 32 & NTFS). ○ CPU- ALU, CU, processor speed ○ Operating System ○ Computer software categories ○ Introduction to operating system ○ Types of User Interfaces ○ Examples of Operating system ❖ Windows <ul style="list-style-type: none"> ○ Introduction to Windows, features of Windows, various versions 	50%

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	<ul style="list-style-type: none"> ○ Components of Windows Desktop, icon, My computer, My documents, Network Neighborhood, Recycle bin, start menu, taskbar, Windows Explorer ○ Control Panel Date & time, display, mouse, user accounts, add & remove programs ❖ Files and Folders <ul style="list-style-type: none"> ○ Creating Folder ○ Folder Operations (copying, moving and deleting) Creating files & file operations ○ Creating Shortcuts ❖ Internet and Outlook <ul style="list-style-type: none"> ○ What is Internet ○ Most popular internet services ○ Functions of Internet like email, WWW, FTP, Usenet, IRC, instant messaging, Internet Telephony ○ How Internet works ○ Connecting to Internet ○ Managing emails ○ Using address book ○ Working with task list ○ Scheduling appointments ○ Reminders ○ Events ○ Journals ○ Notes 	
2	<p><u>MS Word</u></p> <ul style="list-style-type: none"> ❖ Word - Formatting <ul style="list-style-type: none"> ○ Selecting Text ○ Applying a Font ○ Changing Font Size ○ Font Attributes ○ Font Color ○ Clear Formatting ○ Text Alignment ❖ Word - Copying and Moving Text and Object <ul style="list-style-type: none"> ○ The Clipboard ○ Paste ○ Formatting ❖ Word - Paragraph Formatting ❖ Word - Tables <ul style="list-style-type: none"> ○ Creating Tables ○ Creating a table by highlighting the boxes ○ Create a table by using the Insert Table command ○ Drawing a Table ○ Converting text into a table ○ Quick Tables ○ Entering Text ○ Inserting rows and column ❖ Word - Lists <ul style="list-style-type: none"> ○ Bulleted and Numbered Lists, Creating a Nested List, Format Your List, Creating Outlines ❖ Word - Editing Features ❖ Word - Page Formatting <ul style="list-style-type: none"> ○ Page Margins ○ How to Change the Orientation, Size of the Page, or Size of the Columns ○ Apply a Page Border and Color ○ Insert Headers and Footers (Including Page Numbers) 	50%

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	<ul style="list-style-type: none"> ○ Create a Page Break ○ Insert a Cover Page ○ Insert a Blank Page ○ Print and print properties <p>❖ Word - Inserting Graphics, Pictures, and Table of Contents</p> <p><u>MS PowerPoint:</u></p> <ul style="list-style-type: none"> ❖ Power Point - Introduction of templates ❖ Power Point - Creating a Basic Presentation <ul style="list-style-type: none"> ○ Introduction to the different options available for creating your presentation ○ Learn how to create a presentation from a template ○ Learn how to create a presentation from an existing presentation ❖ Power Point - Building Blocks of a Presentation <ul style="list-style-type: none"> ○ Introduction to the basics of a slide show and presentation ○ Inserting an animation ○ Inserting a sound ○ Inserting a movie file ○ Managing slide show and animation 	
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Pedagogical Tools:

- Classroom Lecture and Practicals
- Problem Solving

MODE OF EVALUATION

Evaluation will be divided in two parts.

- **External:** Semester end Examination of 25 Marks will be conducted as per Gujarat University rules and regulations.
- **Internal:** Internal Evaluation of 25 marks will be decided by the colleges / Institutes/ University departments as per the instruction given by the University time to time.

FBLD (Flip Blended Learning Design Template)

- Any One Unit from the above syllabus can be discussed by the faculty through online mode.
- Online mode can be SWAYAM MOOC Course or any other suggested by the UGC or Gujarat University.

Reference Books:

- Office 2007 in simple steps- Dreamtech Press.
- Working with Personal Computer Software (2nd Ed.) – R. P. Soni, Harshal Arolkar, Sonal Jain, Wiley –India Publications

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