GOKUL GLOBAL UNIVERSITY, SIDHPUR						
Programme Code	**CPMDC**	**Programme Name**	Computer			
Course Code	CP101MDC	**Semester**	I			
BASICS OF COMPUTER APPLICATION						
Course type:	Multi-Disciplinary Course	**Total Credit:**	Theory	Practical	Total	
			3	1	4	

Teaching time (hours)		Examination Marking scheme					
Theory (hrs.)	**Practical** (hrs.)	**Internal** (Marks)		**External** (Marks)		**Total** (Marks)	
		Theory	**Practical**	**Theory**	**Practical**	**Theory**	**Practical**
3 X 15 = 45	08X2=16	50	25	50	25	100	50

Pre-requisite : Having Passed 12th science examination from recognized board.

Rationale : The internet connects people and resources worldwide. Computer applications enable individuals to participate in global communication, access information from around the world, and engage in online communities and marketplaces.

Course Objective:

(a) Provide students with basic skills to identify and resolve common computer-related issues, such as software installation problems, system errors, and connectivity issues.

(b) Teach students how to organize files and folders on their computer, including concepts like creating directories, moving, copying, and deleting files.

(c) Introduce word processing software (e.g., Microsoft Word, Google Docs) and teach essential skills like creating, editing, formatting, and saving documents.

Course Outcome:

After successfully completion of the course, the student will be able to …

(I) Students should acquire fundamental computer skills, including the ability to operate a computer, use a keyboard and mouse, and understand basic computer hardware components.

(II) Students should know how to install, update, and uninstall software applications on their computers.

(III) Students should develop a broader understanding of the role of computers and technology in society, including the impact on work, education, and daily life.

Content

Unit	Description in detail	Credit	Weightage
I	Computer: Introduction, Classification of generations of computer, Types of Computers, Characteristics of Computer, Basic understanding of a computer; Computer Fundamentals: Input devices, Output devices, storage devices (including latest devices), Types of Software, Applications of a computer, Limitations of a computer	1	20%
II	**MS Word** Introduction to word processing, Introduction to MS Word, Creating a new document, Creating own document Opening/modifying a saved document , Converting files to and from other document formats Using keyboard short-cuts & mouse, Adding symbols & pictures to documents, Headers and footers, Finding and replacing text -spell check and Grammar check; Formatting text: Paragraph formats, Adjusting margins, line space character space -Changing front type, size -Bullets and numbering; Tables: Adding, editing, deleting tables, Working within tables: Adding, deleting, modifying rows and columns, merging & splitting cells, Mail Merge. **MS Excel** Introduction to MS Excel Working with worksheets: Cells -Entering, editing, moving, copying, cutting, pasting, transforming data -Inserting and deleting of cells, rows & columns; Working with multiple worksheets: switching between worksheets -moving, copying, inserting & deleting worksheets ; Using formulas for quick Calculations: Working & entering a Formula, Formatting a worksheet: Creating and editing charts, elements of an EXCEL chart, Selecting data to a Chart, Types of chart, chart wizard, Formatting chart elements, Editing a chart, Printing charts.	1	45%
III	**MS PowerPoint** Introduction to MS PowerPoint Creating new presentations: Auto content wizard, Using template Blank presentation, Opening existing presentations, Adding, editing, deleting, copying, hiding slides, Presentations: Applying new design, Adding graphics, Using headers and footers, Animating text, Special effects to create transition slides, Controlling the transition speed, Adding sounds to slides. **Introduction to Internet** Services of an Internet, Internet Address, Top Level Domain, Methods to establish internet, Browser, Outlook, Adding and Configuring Email, Attachment and Signature in Email, Outlook: Calendar, Contacts, Task and Note; Virtual Private Network-VPN, General Security Concepts, Firewall, Infrastructure Security, Network Troubleshooting.	1	35%

Reference Books:

1. Fifth Generation (1980s-Present): Advancements in artificial intelligence and parallel processing characterize this generation.
2. For learning about Excel functions and cell referencing, you can use books like "Excel 2019 Bible" by Michael Alexander and Richard Kusleika.
3. Microsoft PowerPoint 2016 Step by Step" by Joan Lambert and Steve Lambert.
4. First Generation (1940s-1950s): Vacuum tubes, large and unreliable.

Suggested Readings:

1. Computer Basics for Absolute Beginners" by Nathan George: This book is a great starting point for those who are completely new to computers and want to learn the fundamental concepts.

   \Online Resources:

1. https://support.apple.com/en-in/guide/mac-help/welcome/mac
2. https://support.microsoft.com/en-us/powerpoint

LIST OF EXPERIMENTS

1. Introduction to Operating System
2. Word Processing
3. Spreadsheet Management
4. Internet Browsing and Email
5. Basic Security Practices

Reference Books:

1. Operating System Concepts" by Abraham Silberschatz, Peter B. Galvin, and Greg Gagne.
2. Microsoft Word Step by Step" by Joan Lambert and Joyce Cox.
3. Microsoft Excel Step by Step" by Curtis D. Frye.
4. Microsoft PowerPoint Step by Step" by Joan Lambert and Joyce Cox.
5. Computer Networking: A Top-Down Approach" by James Kurose and Keith Ross.