

Subject Code: 1CM1010123

Subject Title: Subject Elective: Computer Application-1

Course Objective: To make the students aware regarding basic concepts of computer with practical application.

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)			Total
Lecture	Tutorial	Practical	Credit	University Assessment		Institutional Assessment	
				Theory	Practical		
2	-	2	3	50	30	20	100

Subject Contents			
Sr. No	Topic	Total Hours	Weight (%)
1	Basic Anatomy of Computer <ul style="list-style-type: none"> ❖ What is Computer? ❖ Characteristics of a Computer ❖ Classification of Computer <ul style="list-style-type: none"> (A) Analog, Digital, Hybrid, Micro, Mini, Main, Super (B) PC-Desktop, Laptop and palmtop ❖ Applications of a Computer ❖ Block diagram of computer ❖ Parts of a standalone computer: CPU, RAM, ROM, Keyboard, Monitor, Mouse, HDD, CD-ROM, Pen Drive ❖ Printers ❖ What is Hardware and Software? 	9	25%
2	Operating system : Windows-XP <ul style="list-style-type: none"> ❖ What is an operating system? ❖ Meaning and its functions only ❖ Popular operating systems for PCS ❖ Introduction to Windows – XP ❖ Desk Top and its parts ❖ Taskbar, Wallpaper & Icons ❖ Options of Start Menu ❖ Some program & tools available as a part of windows <ul style="list-style-type: none"> • Calculator , Media player , Paint , Disk defragmenter ❖ Windows Explorer & its parts <ul style="list-style-type: none"> • Creating a folder, Deleting a file & folder • Rename, Coping and Moving a file and folder ❖ Recycle Bin ❖ Control panel - Mouse setting, Date / time, Currency, Keyboard setting 	9	25%
3	Basic Internet & HTML <ul style="list-style-type: none"> ❖ Types of Networking (LAN, MAN, WAN) ❖ What is Internet and its advantages ❖ Modem and ISP ❖ Search Engine & Web Browser ❖ WWW, E-Mail 	9	25%

	<ul style="list-style-type: none"> ❖ Introduction to HTML ❖ HTML Document (Structure) ❖ Creating a Simple Web Page using following Tags ❖ <!... ,
 , <p> , , <i> <u> , <tt> , , , ❖ Anchor Tag ❖ Hyper Link 		
4	<p>Introduction To Word</p> <ul style="list-style-type: none"> ❖ What is Word processing? ❖ Advantages of Word processing ❖ Starting Word-2003 and its parts ❖ Basic operations on a document <ul style="list-style-type: none"> • Typing, Saving, Printing, Print preview, Opening, Closing a document and Saving a document with new name ❖ Editing a document <ul style="list-style-type: none"> • Cursor Movement, Selected text, Deleting text, Replacing text, Undoing and Redoing changes, Moving to a pacific page • Move and Copy text ❖ Formatting text and paragraph <ul style="list-style-type: none"> • Alignment, Font dialog box, Bullets and Numbering, Controlling paragraph, Indents, line spacing, Border and shade, Inserting date / time ❖ Finding and Replacing a text 	9	25%

Reference Books:

- Fundamentals of Computer & Its Application Part-I, Dr. A.M.Patel, Pankaj Pandya, Kiran Desai
- IT Tools & Applications, Taxali R.K., TMH.
- World Web Design with HTML, C. Xavier, TMH.