

Branch Name:	B.Sc (MLT/ RIT/ AT/ CCT)
Program Code:	AS101/ AS102/ AS103/ AS104
Course Title:	Fundamentals of Computer Application
Course Code:	1AS1000106
Pre-requisite Course:	Basic of Computer

Course Objectives:

This objective of this subject is to make the students understand the functioning MS-Office. It will also helps the student to have hands on experience on various application software's used for office automation like MS-Word, MS-Excel and MS-PowerPoint, day-to-day problem solving, in particular for creating business documents, data analysis and graphical representations.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)								
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)				Practical (Marks)				Total (Marks)
				University Assessment		Continuous Assessment		University Assessment		Continuous Assessment		
				Min	Max	Min	Max	Min	Max	Min	Max	
2	--	2	3	20	50	-	-	10	25	10	25	100

Course Contents:

Unit No	Topics : Theory	Total Hours	Weightage (%)
1	Computer Fundamentals and Internet. Concept of Hardware and Software, Computer block diagram, Input Output unit, CPU, Control Unit, Arithmetic logic Unit (ALU), Memory Unit, Monitor, Printers: Dot matrix, Laser, Inkjet, Plotters, Scanner, System software and Application Software, Operating system concepts, purpose and functions, Operations of Windows OS, Creating and naming of file and folders, Copying file, renaming and deleting of files and folders, Searching files and folders, installation application, creating, shortcut of application on the desktop, Overview of control Panel, Taskbar. Internet: Basic of Internet & Working with Email	07	25%
2	MS - Word Overview of Word processor, Basics of Font type, size, colour, Effects like :Bold, italic , underline, Subscript and superscript, Case changing options, Inserting, deleting, undo and redo, Copy and Moving (cutting) text within a document, Formatting Paragraphs and Lists ,Setting line spacing; single, Page settings and margins including header and footer , Spelling and Grammatical checks, Table and its options, Inserting rows or columns, merging and splitting cells, Working with pictures, Inserting Pictures from Files, Using Drawings and WordArt; Lines and Shapes, Modifying Drawn Objects, Formatting Drawn Objects, options for Creating and Modifying a WordArt Object	07	25%
3	MS - Excel Introduction to Excel, Introduction to data, Cell address, Excel Data Types, Concept of hyperlink, Introduction to formatting, number, text and date formatting, Concept of worksheet and workbook ,Understanding formulas,	07	25%

	07 Operators in Excel 2007, Operators Precedence, Understanding Functions, Common Excel Functions such as sum, average, min, max, date, transpose, In, And, or, sqrt, power, upper, lower. ,Types of graphics : Word art, auto 25 shapes , Images, Introduction to charts, overview of different types of charts available with Excel. Concept of print area, margins, header, footer and other page setup options.		
4	MS – PowerPoint Outline of an effective presentations, Starting a New Presentation Files, Saving work, Creating new Slides, Working with textboxes. Changing a slides Layout, Applying a theme, Changing Colours, fonts and effects, Creating and managing custom Colour & font theme, Changing the background Managing slides master, Managing theme. Changing the font, font size, font colour, text fill, Adjusting character spacing and line spacing Formatting text boxes. Word arts, styles, Formatting bulleted lists and numbered list, Finding and replacing text, Correcting your spelling Creating a new and editing a table's structure, Selecting, deleting, moving, copying, resizing and arranging objects, Working with drawing tools, Applying shape or picture styles, Applying object borders, object fill, object effects. Working with clip art collection and modifying clip art, Embed a video, Link to a video, Size a video, Video playback options, Configuring a sound playback, Assigning sound to an object, Adding a digital music sound track, Transition effects and timings, Creating hyperlinks, Using action buttons	07	25%

Practicals

Write a request letter to your librarian for opening a new account in library.

- 1) Design a visiting card for Managing Director of a company as per the following specification.
 - Size of visiting card is $3\frac{1}{2} \times 2$
 - Name of the company with big font
 - Phone number, Fax number and E-mail address with appropriate symbols.
 - Office and Residence address separated by a line
- 2) Create a table with following columns and display the result in separate cells for the following.
 - Emp Name, Basic pay, DA, HRA, Total salary.
 - Sort all the employees in ascending order with the name as the key
 - Calculate the total salary of the employee
 - Calculate the Grand total salary of the employee
 - Finding highest salary and
 - Find lowest salary
- 3) Prepare an advertisement to a company requiring software professional with the following
 - Attractive page border
 - Design the name of the company using WordArt
 - Use at least one clipart.
 - Give details of the company (use bullets etc)

- Give details of the Vacancies in each category of employee's (Business manager, Software engineers, System administrators, Programmers, Data entry operators) qualification required.
- 4) Create two pages of curriculum vitae of a graduate with the following specifications
 - Table to show qualifications with proper headings
 - Appropriate left and right margins
 - Name on each page at the top right side
 - Page no. in the footer on the right side.
 - 5) Write an email to your HoD sir for requesting him to extend the assignment submission date due to you health issue in detail

Text Books:

1. R. Taxali Computer Course Tata McGraw Hills. New Delhi.
2. Wallace Wang MS-Office for Dummies Wiley India, New Delhi
3. Fundamentals of Computer – V .Rajaraman, Printice Hall of India.
4. Introduction to Computers–Peter Norton McGraw-Hill.

List of Open-Source Software/learning website:

1. HTML Tutorials, <http://www.w3schools.com/html/default.asp>
2. <https://www.w3schools.in/c-tutorial/>
3. <https://www.cprogramming.com/tutorial/c-tutorial.html>
4. <https://www.tutorialspoint.com/cplusplus/index.html>
5. <https://excel-practice-online.com/>
6. <https://www.programiz.com/cpp-programming><http://www.cplusplus.com/doc/tutorial/>
7. <https://www.learn-cpp.org/>
8. <https://www.javatpoint.com/cpp-tutorial>

Course Learning Outcomes (CLO):

NO.	COURSE OUTCOME	BLOOMS TAXONOMY
CO1	Understanding the basic of computer and internet	Remember
CO2	To use the advanced features of Ms-Word to make day to day usage easier.	Understand , Apply
CO3	To work comfortably with Ms-Excel Environment.	Understand , Apply
CO4	To create work sheets and user advanced feature of Excel.	Understand , Apply
CO5	To create make presentations and inserting multimedia in them.	Understand , Apply

Mapping of CO with PO and PSO

CO /PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	H		L												
CO2	M		L			L								L	M
CO3	M	L	M			L		M				L		L	M
CO4	M	L	M			L		M				L		L	M
CO5	M	L	M			L		M				L		L	M