

Branch Name:	Management
Program Code:	MS101
Course Title:	Basic Computer
Course Code:	21-MDC153-1C

Course Objectives:

1. To introduce students to the fundamental concepts of computers, their components, and their applications.
2. To provide a basic understanding of hardware, software, and various types of computer memory and storage.
3. To enhance practical skills in MS Office applications, including word processing, spreadsheets, and presentation software.
4. To introduce the concept of Artificial Intelligence (AI) and its real-world applications.

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	
1	-	2	2	-	25	25	-	50

Course Contents:

Unit No	Topic	Total Hours	Weightage (%)
1	Introduction of Computer: What is Computer, Basic Applications of Computer; Components of Computer System, Basics of Hardware and Software, Central Processing Unit, Input devices, Output devices, Computer Memory & Storage, Application Software, Systems Software, Utility Software What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities. Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is IP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software's, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website, what is AI and its Applications.	20	60%
2	Introduction of MS Office:	10	40%

	Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and. thesaurus; Printing of word document. Using Spreadsheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spreadsheet, printing of Spreadsheet Introduction of Presentation: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts		
	Total Hours	30	100%

Text Books:

- Dr. A.M.Patel , Pankaj Pandya, Kiran Desai: Fundamentals of Computer & Its Application Part-I, Jalaram Publication, Ahmedabad.

Books:

- Taxali R.K.: IT Tools & Applications, TMH, New Delhi.

Course Outcomes (CO):

1. Understand the fundamental concepts of computers, including hardware, software, and their applications.
2. Operate an operating system efficiently and manage essential computer functions.
3. Use the internet, search engines, and e-governance platforms for information retrieval.
4. Develop proficiency in MS Office applications, including Word, Excel, and PowerPoint for document creation, data management, and presentations.
5. Gain basic knowledge of Artificial Intelligence (AI) and its real-world applications.

Mapping of CO with PO and PSO

Course Learning Outcomes	Program Outcomes (POs)							Program Specific Outcomes (PSOs)
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1
CLO1	M					L		M
CLO2				L				L
CLO3		M			M		H	
CLO4	H	H				H		H
CLO5			M	M			M	

H: High, M: Medium, L: Low