

## W.e.f.-2020-21

Syllabus for Level-1 Course (Certificate Course) of Compulsory computer Education for BA/BSc (Except for BSc Computer Science/BSc I.T./BCA).

Scheme	Compulsory Computer Education	
Course Code	CCEL-1	
Course Title	Basic Computer Course	
No. of Credit	02 (Theory)	01 (Practical)
	50 (Theory)	25 (Practical)
	35 (External) 15 Internal	
Duration of examination	3 Hrs (Theory)	3 Hrs (Practical)
Lecture/Tutorial Workload/week	03 period (2 Lecture +1 tutorial) per Section	
Credits	03	
Practical Workload/week	03 period per group	

Notes:

1. Every student of BA/BSc (except for BSc Computer Science/BSc I.T./BCA) shall be imparted instructions in this compulsory course by the college concerned.
2. The students taking theory instructions in this course shall be evaluated annually through a question paper provided by the University.
3. The students taking practical instructions in this course shall be evaluated annually by an internal examiner (regular teacher/computer instructor) to be appointed by the concerned Principal/Director/Chairperson.
4. Ordinance of Choice Based Credit System (CBCS) of the University shall be applied to this course.
5. A certificate shall be awarded by the university to successful candidates wherein the Letter Grade shall be mentioned. This certificate be treated valid for Govt. Jobs wherever applicable.
6. Paper of Compulsory Computer Education level-1 is compulsory for the students of UG Level as mentioned above.
7. The candidates who failed to qualify this paper in 1<sup>st</sup> year of the course will have to pass the same in 2<sup>nd</sup> or 3<sup>rd</sup> year as re-appear paper. However, level-II(Diploma Course in Computer Education) and level-III (Advanced Computer Diploma course in Computer Education) will be optional.
8. The college will charge Rs. 100/- per candidate per month as lab charges from such candidates.
9. At least 25 computers for a Batch of 25-40 students for lab work will be provided.
10. In order to maintain uniformity, the common question paper will be supplied by the university to the college along with 2<sup>nd</sup> sem. Examinations.
11. The Date sheet will be notified by the Controller of Examinations along with even semester examinations.

12. Evaluation of theory papers/Answer books will be done by regular teachers/instructors appointed in the respective colleges to be appointed by Principal.
13. After awarding the marks the college will deposit the record in Secrecy Branch of the University.
14. The expenditure/remuneration for theory (Examination and evaluation) and Practical examination will be borne by the respective colleges.
15. The theory/practical will be taught by regular Computer Science Teachers/Computer Instructors.

## **SYLLABUS OUTLINES:**

1. Knowing computer: What is Computer, Basic Applications of Computer: Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.
2. Operating Computer using GUI Based Operating System: 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 Icon, 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.
3. 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.
4. Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
5. Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; Lan, Wan; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website.
6. Communications and Collaboration: Basics of electronic mail; getting an email account; Sending and receiving emails; Accessing sent emails; using Emails; Document collaboration; Instant Messaging; Netiquettes.
7. Making Small Presentation: Basics of presentation software; Creating Presentatin; Preparation and Presentation of slides; Slide Show; Taking printouts of presentation/handouts.

## **DETAILED SYLLABUS:**

### **1. KNOWING COMPUTER**

Introduction, Objectives, What is Computer? Basic Applications of Computer, Components of Computer System, Central Processing Unit, Keyboard, mouse and BVD, Other Input devices, Other Output devices, Computer Memory, Concept of Hardware and Software, hardware, Software, Application Software, Systems software, Concept of computing, data and information, Applications of IECT, e-governance, Entertainment, Bringing Computer to life, Connecting keyboard, mouse, monitor and printer to CPU, Checking power supply, binary number system, conversions-binary to Octal, decimal, hexadecimal and vice versa.

### **2 OPERATING COMUTER USING GUI BASED OPERATING SYSTEM**

Introduction, Objectives, Basics of Operating System, Characteristics of Operating system, Functions of Operating system, Basics of popular, operating system (LINUX/WINDOWS), The User Interface, Task Bar, Icons, Menu, Running an Application, Operating System Simple Setting, Changing System Date And Time, Changing Display Properties, To Add Or Remove A windows Component, Changing Mouse Properties, Adding and removing Printers, File and Directory Management, Creating and renaming of files and directories, Common utilities.

### **3 UNDERSTANDING WORD PROCESSING**

Introduction, Objectives Word Processing Basics, Opening Word Processing Package, Menu Bar, Using The Help, Using The Icons Below Menu Bar, Opening and closing Documents, Opening Documents, Save and Save as, Page Setup, Print Preview, Printing of Documents, Text Creating and manipulation, Document Creation, Editing text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus, Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case, table Manipulation, Draw Table, Changing cell width and height, Alignment of Text in cell, Delete/Insertion of row and column, Border and shading.

### **4 USING SPRAD SHEET**

Introduction, Objectives, Elements of Electronic Spread Sheet, Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks, Manipulation of Cells, Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width, Formulas and Function, Using Formulas, Function.

### **5 INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS**

Introduction, Objectives, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet, Applications of Internet, Connecting to the Internet, Troubleshooting, World Wide Web (WWW), Web Browsing Software, Popular Web Browsing Software, Search Engines, Popular

Search Engines/Search for content, Accessing Web Browser, Using Favorites Folder, Downloading Web Pages, Printing Web Pages, Understanding URL, Surfing the web, Using E-governance website.

## **6 COMMUNICATIONS AND COLLABORATION**

Introduction, Objectives Basics of E-mail, What is an Electronic Mail, Email Addressing, Using E-mails, Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, Replying to an E-mail message, Forwarding an E-mail message, Sorting and Searching emails, Document collaboration, Instant Messaging and Collaboration, Using Instant messaging, Instant messaging providers, Netiquettes.

## **7. MAKING SMALL PRESENTATIONS**

Introduction, Objectives, Basics, Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation, Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Entering and Editing Text, Inserting And Deleting Slides in a Presentation, Preparation of Slides, Inserting Word Table or an Excel Worksheet, Adding Clip Art Pictures, Inserting Other Objects Resizing and Scaling an Object, Presentation of Slides, Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides And handouts, Slide Show, Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.