



(B.A.) (Computer Application) Semester (I)

Course Code	UA01MICOP01	Title of the Course	Computer Fundamentals and Microsoft Office-I
Total Credits of the Course	4	Hours per Week	4 (2 Theory + 2 Practical per Batch)

Course Objectives:	<ol style="list-style-type: none">1. To study the fundamental concepts of computer systems and organization.2. To learn the basics of Word Processing software.
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Course Content		
Unit	Description	Weightage* (%)
1.	Computer System: Definition, History, Generations, Computer Characteristics and Applications. Hardware and Software, Importance of hardware and software for a computer. Types of Computer (Analogue, Digital, Hybrid-PC- (Desktop, Laptop, Palmtop, Mini, Mainframe & Super computer). Block Diagram of Computer, Function of its each part. (CPU, ALU, MMU, CU, I/O Devices). Advantages & Disadvantages of computer.	25%
2.	Input Output and Storage Devices: Input Devices: Keyboard, Scanner, Joy Stick, Barcode Reader, Digital Camera (Still and Video), Microphone, Webcam, Pointing Devices (Mouse, Touchpad), Remote Control, Touch Screen, Magnetic Strip Readers, Card Readers, Etc. Output Devices: Monitors (CRT, TFT, LCD, LED), Projector, Printers (Laser, Inkjet, Dot Matrix, Bar Code), Plotters, Speakers. Memory and Mass Storage Devices: Volatile & Non-Volatile Memory. Volatile Memory (RAM): Definition, Function and Importance, Brief introduction of RAM, DRAM, SRAM, SDRAM, DDR SDRAM, ROM, PROM, EPROM, EEPROM, Cache Memory. Non-Volatile Memory: Floppy Disc, HDD, SSD, Hybrid Disk Drive, CD/DVD/BD, Pen Drives, Flash Memory Cards etc. Advantages and disadvantages of using different Mass Storage Media. Importance and need of Backup and Restore.	25%





3.	<p>Word Processor-I: Introduction, Basic Concept and Objectives, Starting of Word Processor. Opening, Closing, Savings, Printing, Previewing, Protecting, Importing, Exporting and Inserting Document. Typing and Editing: Action with Mouse and through Keyboard i.e. Selecting text, Typing, Revising, Editing, Copying, Moving Text, Typing Special Characters (Symbols). Ruler Bar and Tab Settings. Formatting Text: Fonts (Selection, Type, Style, Size-Re-Size, Color), Formatting Paragraph: Alignments, Indents, Line Spacing, Spacing before and after Paragraph. Format Painter and Clear All Formatting. Features: Inserting Pictures, Chart, WordArt, Shape, Icon, SmartArt, Watermark, Equation, Symbols, Comments, Hyperlinks, Text Box, Date and Time. Find and Replace, Change Case. Working with Columns (News Paper Style), Drop Cap, Auto Correct, Auto text, Bullets and Numbering.</p>	25%
4.	<p>Word Processor-II: Spelling, Grammar, Synonyms, Thesaurus. Table of Content, Insert-Citation and Bibliography, Footnote, Endnote. Page Design and Layout: Page Setup, Paper Size, Orientation, Margins, Inserting Page Break, Page Numbers, Page Color, Border and Shading, Headers, Footers. Mail Merge: Introduction, advantages, and procedure of creating Mail Merge. Macro: Introduction, advantages, and procedure of creating Macro. Tables: Table Creation, Draw Table, Modification, Formatting, quick table Printing Envelopes and Labels.</p>	25%

Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical work per week per batch.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination (50% Written + 50% Practical)	70%





Course Outcomes: Having completed this course, the learner will be able to	
1.	<ul style="list-style-type: none">•Understand the fundamentals of computer•Understand computer terminologies.•Understand the functions of internal parts of computer
2.	<ul style="list-style-type: none">•Identify and understand the function of various Input Output Devices.•Understand the difference of different storage devices.
3.	<ul style="list-style-type: none">•Understand the concept of word processor.•Understand the use of word processor.•Typing, editing, paragraph formatting.
4.	<ul style="list-style-type: none">• Understand the concept of word processor.• Table creation, editing& formatting

Suggested References:	
Sr. No.	References
1.	Computer fundamentals By Anita Goel, Pearson Publication New Delhi.
2.	Fundamentals of Computers by Rajaraman V and Adabala N (2014)
3.	Fundamentals of Computers and Information System by Niranjana Shrivastava (2013)
4.	Introduction to Office Software, Word - Excel - PowerPoint 2020 by Darrell W. Hajek, 2020
5.	Microsoft Office 365, A Complete Guide to Master Word, Excel and PowerPoint 365 for Beginners and Professional by Matt Vic, 2021

On-line resources to be used if available as reference material
On-line Resources
Computer Basics - YouTube https://www.youtube.com/playlist?list=PL4316FC411AD077AA
Computer Fundamental https://www.tutorialspoint.com/computer_fundamentals/index.htm
Computer Fundamentals https://www.javatpoint.com/computer-fundamentals-tutorial
Computer Fundamentals Tutorial (Computer Basic Full Course) in Hindi Learn By Arvind - YouTube https://www.youtube.com/watch?v=cMX9k0AcTzo
Microsoft Word Tutorial (हिंदी) - Complete MS-Word Tutorial for Beginners https://www.youtube.com/watch?v=YHSLkNzLuqc
Word 2016 Beginner Tutorial by McAllister - YouTube https://www.youtube.com/watch?v=yV4i29Xo0iM





Word Tutorial For Beginners - Full Course in Hindi | Microsoft Word Complete Tutorial - 2022 - YouTube

<https://www.youtube.com/watch?v=ezeM41vMXDY>

Microsoft Word A to Z Tutorial 2021 (हिंदी) - Complete MS Word Beginners to Advance Tutorial <https://www.youtube.com/watch?v=EeiLMV81Ujw>

Word 2016 Beginner Tutorial by McAllister - YouTube <https://www.youtube.com/watch?v=yV4i29Xo0iM>

Word Tutorial For Beginners - Full Course in Hindi | Microsoft Word Complete Tutorial - 2022 – YouTube

<https://www.youtube.com/watch?v=ezeM41vMXDY>

Microsoft Word Tutorial (हिंदी) - Complete MS-Word Tutorial for Beginners - YouTube <https://www.youtube.com/watch?v=YHSLkNzLuqc>





(B.A.) (Computer Application) (Arts) Semester (I)

Course Code	UA01IDCOP01	Title of the Course	Windows and Microsoft Office – II
Total Credits of the Course	4	Hours per Week	4 (2 Theory + 2 Practical per Batch)

Course Objectives:	<ol style="list-style-type: none"> To impart knowledge on the fundamentals of operating systems. To impart basic skill on the Excel spreadsheet package.
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Course Content		
Unit	Description	Weightage* (%)
1.	<p>Operating System: Definition, Introduction, Importance, Various Operating Systems</p> <p>Windows 10: Introduction, Features, Advantages and Disadvantages of using Windows 10 and above. Hardware requirement for Windows 10 and above.</p> <p>Desktop: Start Menu, User Interface, Icons, Use of Mouse, Moving and Arranging Icons. My Computer, My Documents, Recycle Bin, Taskbar.</p> <p>Windows Explorer: Viewing of Files, Folders and Its Concern Operations (Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties), Searching for Files/Folders.</p> <p>Windows Control Panel: Mouse, Fonts, Date/Time, Display Settings, Printer Settings, Installing and Removing Software. Connect to Projector. Windows</p> <p>Accessories: Notepad, Word Pad, Paint Brush, Calculator, Use of Snipping tool, Use of Sound Recorder, Windows Photo Gallery and Picture Folder.</p>	25%
2.	<p>Introduction to Excel: Introduction of Excel, Use of Excel in Office, Advantage of Excel.</p> <p>Introduction to Worksheet: Getting started with Spreadsheet, Screen of Excel, Rows, Columns, Cells, and Work Book. Creating, Saving, Importing, Exporting, Deleting, and Protecting Worksheet, Entering Text, Numbers and Formula.</p> <p>Working with Excel: Relative and Absolute Referencing, Editing, Deleting, Copying, moving data and Formula, Create a Custom List, Search and Replace Data, Re-arrange Cell Contents, Inserting, Deleting Row(s) and Column(s), Inserting page break.</p> <p>Entering and Editing Data: Range Names, Navigate Worksheet, Search and Replace, Save and Protect Workbook. Adding, Deleting, Moving, Copying Cell Contents.,</p>	25%





3.	Formatting Worksheet: Objectives, Column Width and Row Height using Menu Commands, Using Mouse, Formatting Worksheet, Alignments, AutoCorrect, and AutoSum. Calculations in Worksheet: Basic Properties of a Formula, Order of Precedence of Operators. Entering, Editing a Formula. Difference Between Functions and Formula. Creating Charts, Chart Types, Modifying Charts types and Its Properties. Data analysis with Conditional Formatting. Data Sorting, Subtotal, Filter, Data Validation, Text to Column, Consolidate, Remove duplicates	25%
4.	Statistical Functions: AVG(), MIN(), MAX(), COUNT(). Mathematical Functions: ROUND(), ABS(), FACT(), INT(), SQRT(). Logical Functions: IF() & Nested IF(). Date and Time Functions: DATE(), DAY(), DATEVALUE(), MONTH(), NOW(), YEAR(), WEEKDAY(). String Functions: LEFT(), RIGHT(), MID(), CONCATENATE(), LOWER(), UPPER(), EXACT(), FIND(), SUBSTITUTE(). Data Analysis Tools: Pivot Table, Goal Seek, Scenarios. Printing Features: Print Preview, Page setup, Page, Margin, Header / Footer	25%

Teaching- Learning Methodology	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical work per week per batch.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3	University Examination (50% Theory + 50% Practical)	70%





Course Outcomes: Having completed this course, the learner will be able to	
1	To understand the concept & importance Operating System. File management operations
2	To understand the importance, advantages & uses of worksheet.
3	Preparing of charts, manage data in worksheet.
4	To understand the use of different type of functions. To understand data analysis for business and research.

Suggested References:	
Sr. No.	References
1	Windows 10 Step By Step by Lambert Joan and Lambert Steve (2016)
2	Windows 10: A Complete Guide to Using Windows 10 by Sam Griffin (2020)
3	Excel 2019 Bible by Michael Alexander, Richard Kusleika, John Walkenbach.
4	Excel 2019 All-in-One for Dummies by Greg Harvey.
5	Excel: QuickStart Guide - From Beginner to Expert (Excel, Microsoft Office) by William Fischer.
6	Excel Expert in Gujarati New by Computer World Books, ISBN: 9789381303481
7	EXCEL 2023: From Beginner to Expert by Richard Wilson, The Illustrative Guide to Master All The Essential Functions and Formulas in Just 7 Days With Step-by-Step Tutorials, Practical Examples, Tips & Tricks.
8	Microsoft 365: 11 Books in 1: The Ultimate All-in-One Bible to Master Excel, Word, PowerPoint, Outlook, OneNote, OneDrive, Access, Publisher, SharePoint, Teams and Visio with Step-by-Step Tutorials by Benjamin Zeldovich.

On-line resources to be used if available as reference material
On-line Resources
Operating System https://www.youtube.com/watch?v=rHX7GQJKvdo
Introduction to Operating System Functions of Operating System in Hindi Lec-1 https://www.youtube.com/watch?v=LyihW1Wk7Dk
Types of Operating System in Hindi Lec-2 https://www.youtube.com/watch?v=-frubu9bg1Y





[Hindi] windows 10 Beginners [Tutorial] Windows 10 Tutorials Learn Windows 10 https://www.youtube.com/watch?v=XnNSOUEUAgp
Windows 10 full course in One Video in Hindi https://www.youtube.com/watch?v=9z3FXhFfTTs
Learn Free Windows Tutorials in Hindi https://www.tutorialpandit.com/windows-tutorial-in-hindi/
Excel video training: https://support.microsoft.com/en-us/office/excel-video-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb
Microsoft Excel Tutorial for Beginners - Full Course https://www.youtube.com/watch?v=VI0H-qTclOg
Excel Tutorial for Beginners in Hindi - Complete Microsoft Excel tutorial in Hindi for Excel users: https://www.youtube.com/watch?v=5wM0GCEFCic
Data Entry & Office Work Training For Job In Excel In Hindi https://www.youtube.com/watch?v=HyLbqmbZgNo
Excel Tutorial For Beginners - Full Course in Hindi Microsoft Excel Complete Tutorial – 2023: https://www.youtube.com/watch?v=UfAIIzaQZJA
Excel Tutorial for Beginners in Hindi Complete Microsoft Excel Tutorial (Basic To Advance): https://www.youtube.com/watch?v=OX-iyb-21tk
Excel Tutorial For Beginners in Hindi - 8 Hours Complete Microsoft Excel Tutorial in Hindi 2021: https://www.youtube.com/watch?v=LmWRlewg43M





(B.A.) (Computer Application) Semester (I)

Course Code	UA01SECOP01	Title of the Course	Computer Fundamentals & Windows
Total Credits of the Course	2	Hours per Week	2 (1 Theory + 1 Practical per Batch)

Course Objectives:	<ol style="list-style-type: none">1. To impart knowledge on fundamental concepts of computer systems and organization.2. To impart basic skill on the presentation software package.
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Course Content		
Unit	Description	Weightage* (%)
1.	<p>Computer System: Definition, History, Generations, Computer Characteristics and Applications. Function of Hardware and Software, Relation between hardware and software. Types of Computer (Analogue, Digital, Hybrid-PC- (Desktop, Laptop, Palmtop, Mini, Mainframe & Super computer). Block Diagram of Computer. Advantages & Disadvantages of computer.</p> <p>Storage Devices: Floppy Disc, CD, DVD, Blue Ray, Hard Disc, USB Pen Drive, Memory Cards etc.</p> <p>Input Devices: Keyboard, Scanner, Joy Stick, Barcode Reader, Digital Camera, Microphone, Pointing Devices (Mouse, Touchpad), Remote Control, Stylus, Touch Screen, Card Reader</p> <p>Output Devices: Monitors (CRT, TFT, LCD, LED), Printers (Impact & Non-Impact), Projectors, Plotters, Speakers.</p>	50%
2.	<p>Operating System: Introduction to Windows O/S, Windows, and GUI, Start Menu, My Documents, Desktop, Recycle Bin, Notepad, Paint, Folder, Cut, Copy, Paste, Delete, Do-Undo, Device Manager, Disk Management, Format, Defragmentation, Task Manager, Taskbar, File Explorer, Search, Control Panel, Command Prompt, Firewall.</p>	50%

Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical work per week per batch.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination (50% Written + 50% Practical)	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	<ul style="list-style-type: none">• Understand about computers fundamental.• Understand the importance of Software
2.	<ul style="list-style-type: none">• Understand the functions of input, output & storage devices.
3.	<ul style="list-style-type: none">• Learn the use of O/S, its utilities and file management
4.	<ul style="list-style-type: none">• Learn to prepare presentation.

Suggested References:	
Sr. No.	References
1.	Computer fundamentals By Anita Goel, Pearson Publication New Delhi.
2.	Fundamentals of Computers by Rajaraman V and Adabala N (2014)
3.	Fundamentals of Computers and Information System by Niranjana Shrivastava (2013)
4.	Windows 10 Step By Step by Lambert Joan and Lambert Steve (2016)
5.	Windows 10: A Complete Guide to Using Windows 10 by Sam Griffin (2020)
6.	Introduction to Office Software, Word - Excel - PowerPoint 2020 by Darrell W. Hajek, 2020
7.	Fundamentals of PowerPoint 2016, The Illustrated Guide to Using Microsoft PowerPoint, Kevin Wilson, 2018
8.	Microsoft Office 365, A Complete Guide to Master Word, Excel and PowerPoint 365 for Beginners and Professional by Matt Vic, 2021





On-line resources to be used if available as reference material
On-line Resources
Computer Fundamentals https://edu.gcfglobal.org/en/computerbasics/
Computer Fundamentals https://www.tutorialspoint.com/computer_fundamentals/index.htm
Computer Fundamentals https://www.javatpoint.com/
(Hindi) Learn Computer Fundamentals Tutorial (Computer Basic Full Course) By Arvind https://www.youtube.com/watch?v=cMX9k0AcTzo
Operating System https://www.youtube.com/watch?v=rHX7GQJKvdo
Introduction to Operating System Functions of Operating System in Hindi Lec-1 https://www.youtube.com/watch?v=LyhW1Wk7Dk
Types of Operating System in Hindi Lec-2 https://www.youtube.com/watch?v=-frubu9bgly
[Hindi] windows 10 Beginners [Tutorial] Windows 10 Tutorials Learn Windows 10 https://www.youtube.com/watch?v=XnNSOUEUAgg
Windows 10 full course in One Video in Hindi https://www.youtube.com/watch?v=9z3FXhFfTTs
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MS Power Point Tutorial in Hindi - Complete PowerPoint Presentation - PowerPoint Tutorial https://www.youtube.com/watch?v=OekrBhNybP0
Complete Microsoft PowerPoint In Hindi in 2021 https://www.youtube.com/watch?v=P50_HCfMh24
MS PowerPoint Hindi Tutorial for Beginners - Everyone Should learn this to create Presentation https://www.youtube.com/watch?v=DunMU8oY4IU

