SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)
Syllabus with effect from the Academic Year 2021-2022

Bachelor of Science - Home Science
(B.Sc.- H.Sc.) (Home Science) Semester (I)

Course Code	UH01EHSC51	Title of the Course	Practical – Basic in Computer Skills
Total Credits of the Course	02	Hours per Week	04

Course Objectives:	1. Familiarize with basics of computer. 2. Develop basic skills of using computer. 3. Develop basic understanding of computer system operation and information accessing tools.

Course Content		
Unit	Description	Weightage * (%)
1.	Computer Fundamentals: (a) Overview about computers (b) Components of a computer, Input/output device, Secondary storage devices (c) Introduction to Operating Systems.	10
2.	Using Windows: (a) Windows Basics, Start Windows, Moving through windows and mouse (b) Maximize/Minimize windows, Use of help feature, Exit windows (c) Starting an application, Copy, Move, Delete files, save files, creating file, (d) renaming files	10
3.	Word Processing Package: (a) Basics of Word Processing; Text Selection, Opening Documents and Creating Documents, Saving Documents/Quitting Documents, Cursor control, Printing and Replacing Text, Spell Check ,Feature/Autocorrect feature, Grammar facility, Page formatting (b) Document Enhancement: Adding Borders and shading, Adding Headers and Footers, Setting up Multiple columns, Adjusting Margins (c) Documents, Merging Documents, and Using Mail merge	20

	feature for labels and envelopes: Graphics and Using Templates and wizards.	

4.	Presentation Packages:
	   (a) Basics, General Features, Creating a presentation, Working with slides, Inserting images, Video, Audio Clips, Indents and line spacing
	   (b) Slide animations transactions, Manual and Automatic slide show, Color themes etc.
		30

5	Spread sheet Package:
	
	   (a) Worksheet Basics, Data Entry in Cells : Entry of numbers, text and formula, Moving data in a worksheet, Moving around in a worksheet, Selecting Data Range, Using the interface (Toolbars, Menus) Editing Basics, Working with workbooks, Saving and deleting, Cell referencing.
	   (b) Formatting and Calculations : Calculations and worksheets-using Auto fill, Working with Formulae, Efficient Data Display with Data formatting (number formatting, data formatting etc.), Working with Ranges, Worksheet Printing; Working with Graphs and Charts
		20

6	Introduction to MS Paint	05
7	Internet access: Search, Collect & Save the given topic on different search engine and create your account on Gmail & send mail to your friend.	05

Teaching-Learning Methodology	Practical, ICT enabled teaching and learning experiences in terms of video lessons, Discussion.

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Suggested References:	
Sr. No.	References
1	Shah T., Patel K., & Patel,K.*Course on Computer Concept ,* Ahmedabad: Published by Computer World.
2.	Rajaraman,V.,& Adabala,N.(2014). *Fundamentals of Computers.*
3.	Manjunath,G. (2010) .*Computer Basics.* Vasan Publication
4.	Saxena,S. (2003).*A first course in computers*

Course Outcomes: Having completed this course, the learner will be able to	
1.	Create document with editing tools.
2.	Understand the difference between an operating system and an application program, and what each is used for in a computer.
3	Apply calculations in worksheet , create presentation

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