PartA:Introduction				
Program: CERTIFICATE		**Class : UG**	**Year: I year**	**session :2021-2022**
Subject:Computer Application				
1.	**Course Code**	**S1-COAP1G**		
2.	**Course Title**	**Computer Fundamentals**		
3.	**Course Type**	**Elective**		
4.	**Pre-requisite (If any)**	-		
5.	**Course Learning Outcomes (CLO)**	**On the completion of this course student will be able–** • **To understand the fundamentals of computer** • **To use computer in his daily life as well as can do assigned official work with ease.** • **Troubleshoot, issues related to working with computer and internet** • **To communicate through internet as well as can use IT for day to day work**		
6.	**Credit Value**	**4**		
7.	**Total Marks**	**Max.Marks:25+75**	**Min.Passing Marks:33**	

PartB:Content Of the Course
Computer Fundamentals

Total No. of Lectures =60(2 hours/lectures per week):2-0-0

Unit	Topics	No. of Lectures
I	Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Modern Central Processing Unit (CPU), Video Display Unit, Keyboard and Mouse, Optical Storage Devices, Basics of Hard Drive, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of Information Electronics and Communication Technology; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply. **Computer software & its types:** System software, Application software. Types of operating systems, Role of operating system, Utility programs, Packages, Communication software, commonly used application software	12
II	Operating Computer using GUI Based Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Basics of O.S Setup; Common utilities. **MS Windows Operating System:** Definition and functions, basic components of Windows. Icons. Desktop, Taskbar, Notification Area. Files and folders, Start menu operations, my computer, network neighbourhood, recycle-bin, windows explorer, creating copying, moving and deleting files, setting wall paper, changing the mouse pointer, paint, notepad, Setting date and time, screen saver, and appearance. 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	12

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	files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Using Windows accessories.	
III	MS Word: Introduction, Windows 2007 Interface, Customizing the Word Application, Document Views, Creating & Editing Document. Selecting, Deleting, Replacing Text, Copying text to another file. Insert, Formatting text and paragraph, Using the Font, Dialog Box, Paragraph Formatting using Bullets and Numbering in paragraphs, Checking Spelling, Line spacing, Margins, Space before and after paragraph. Basic Formatting in MS Word 2007, Advanced Formatting, Navigating through a Word Document, Performing a Mail Merge, A Quick Look at Macros, Printing Documents, Print Preview Excel 2007: Introduction, Workbook, Worksheet, Formatting in excel MS PowerPoint: Introduction, Creating a Presentation	**12**
IV	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, Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes (Internet etiquette).	**12**
V	Useful Google tools such as drive, sheet, doc, meet, etc Firewall, Computer Virus and Anti Virus Softwares, Internet Security & Privacy Basics of Electronic Data Interchange (EDI) and Electronic Payment System(EPS), Types of Payment System: Digital Cash, Electronic Cheque, Smart Card, Introduction to Digital Signature and Digital Certificates	**12**

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Suggested Digital Platforms,Weblinks

1. https://edu.gcfglobal.org/en/computerbasics/
2. https://edu.gcfglobal.org/en/subjects/office/
3. https://vikaspedia.in/education/digital-litercy/it-literacy-courses-in-associating-with-msup/computer-fundamentals
4. https://onlinecourses.swayam2.ac.in/nou20_cs03/
5. https://www.tutorialspoint.com/computer_fundamentals/index.htm
6. https://ecomputernotes.com/e-commerce/electronic-commerce/define-electronic-payment-system-its-requirements-and-payment-methods
7. https://edu.gcfglobal.org/en/topics/googleapps/
8. https://onlinecourses.swayam2.ac.in/cec19_cs06/preview
9. https://nptel.ac.in/courses/106/106/106106092/
10. https://vikaspedia.in/education/digital-litercy/it-literacy- courses-in-associating-with-msup/computer-fundamentals
11. https://nptel.ac.in/courses/106/103/106103068/

Suggested Readings:

- Introduction to Computers: C. Xavier, New Age International.
- Computer Fundamentals : Concepts, Systems & Applications : Priti Sinha, Pradeep K., Sinha, BPB Publications
- Fundamentals of Information technology : Alexis Leon & Mathews Leon,Vikas Publishing House, NewDelhi.
- Microsoft Office 2019 For Dummies : Wallace Wang, Wiley

Part D:Assessment and Evaluation (Theory)

MaximumMarks:	**100**
Continued ComprehensiveEvaluation(CCE):	**25**
UniversityExam(UE):	**75**
Time:02:00Hours	

Internal Assessment : Continued ComprehensiveEvaluation(CCE):	**ClassTest**	**15**
	Assignment/Presentation	**10**
	Total	**25**
External Assessment: University Exam	**Section(A):Three Very Short Questions (50words each)**	**03X03=09**
	Section(B):Four Short Questions (200 word seach)	**04X09=36**
	Section(C):Two long Questions (500wordseach)	**02X15=30**
	Total	**75**

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