

P.K. University Thanara Shivpuri (M.P)
B.A . 1st Semester
Subject: Computer Application
Course Title: Computer Fundamentals (Elective)

Course code:

Course Credit: 4 credit

M.M: 40+60=100

Min. Passing Marks: 40

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

Course Learning Outcomes(CLO): On the completion of this course student will be able-

1. To understand the fundamentals of computer
2. To use computer in his daily life as well as can do assigned official work with ease.
3. Troubleshoot, issue related to working with computer and internet.
4. To communicate through internet as well as can use IT for day to day work.

Unit-1st :^a. Knowing Computer: (No. of Lectures 12)

1. **What is computer;** Basic Application of computer, Components of Computer System, Modern Central Processing Unit (CPU), Video Display Unit, Keyboard and Mouse, Optical Storage Devices, Basics of Hard Drive.
2. Concepts of Hardware and Software; Concept of Computing
3. Data and Information; Application of Information;
4. Electronics and Communication Technology; Connecting Key board, mouse, monitor and Printer to CPU and checking power supply.

b. Computer Software & its Types:

1. System software, Application software. Types of operating system, Role of Operating system, Utility programs, Packages, Communication software, commonly used application software.

Unit-2nd : Operating computer using GUI Based Operating System; What is an Operating System; Basics of popular Operating System: The User Interface, Basics of O.S. Setup; Common utilities. (No. of Lectures 12)

MS Window Operating System : Definition and Functions, basic components of Windows. Icons, Desktop, Task baar, 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 files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Using Windows accessories.

Unit- 3rd : MS Word: Introduction, Windows 2007 Interface, (No. of Lectures 12)

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 Spellings, Line spacing, Margins, Space before and after Paragraph. Basic Formatting in MS Word 2007, A quick look at Macros, Printing Documents, Print Preview.

Excel 2007: Introduction, Workbook, Worksheet, Formatting in Excel , MS Power Point : Introduction, creating a presentation

Unit 4th : Introduction to Internet (No. of Lectures 12)

WWW and Web Browsers: Basic of Computer Networks: LAN, WAN: Concept of Internet; connecting of internet; What is ISP; Knowing the Internet: Basics of internet connectivity

related troubleshooting, Web Browsing soft wares, 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 mails; Using Emails; Document collaboration; Instant Messaging: Netiquettes (Internet etiquette).

Unit- 5th : Useful Google tools such as drive, sheet, doc, meet, etc (No. of Lecture 12)

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.

Suggested Digital platforms, Weblinks:

1. <http://edu.gcfglobal.org/en/computerbasics/>
2. <https://edu.gefglobal.org/en/subjects/office/>
3. <https://vikaspedia.in/education/digital-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://edu.gcfglobal.org/en/topics/googleapps/>
7. <https://onlinecourses.swayam2.ac.in/cec19-cs06/preview>

Suggested Readings:

1. **Introduction to computers: C.Xavier, New age International.**
2. **Computers Fundamentals: Concepts, Systems & Applications: priti Sinha, Pradeep K, Sinha, BPB Publications**
3. **Fundamentals of Information Technology: Alexis Leon & Mathews Leon, Vikas Publishing House, New Delhi.**
4. **Microsoft Office2019 for Dummies: Wang, Wiley**