

Subject: Computer Fundamentals Program: Certificate B.A. I
Semester Session: 2025-26

Part A – Introduction

Total Marks: 100

Course Title: Computer Fundamentals

Credit Value: 3 credits.

Total Marks: 30 + 70 = 100; Min.

Passing Marks:40

Pre-requisite (if any):None.

NOTE: Instructor should take this course in the computer lab. so that demonstration and hands on training can be given to the students along with the lectures. There is no separate lab. session for this course. Lab./hands on training sessions are major component of this course.

Course Learning Outcomes (CLO):On the completion of this course, the students will be able to:

1. Understand the fundamentals of computer.
2. Use computer in his/her daily life as well as can do assigned official work with ease.
3. Troubleshoot issues related to working with computer & internet.
4. Communicate through internet as well as can use IT for day to day work

Unit I: Knowing computer (No. of lectures including hands on training: 10):What is computer, basic applications of computer, components of computer system, modern Central Processing Unit (CPU), video display unit, keyboard & mouse, optical storage devices, basics of hard drive, concepts of hardware & software, concept of computing, data & information, checking power supply, system software, application software, types of operating system, role of operating system, utility programs, packages, communication software, commonly used application software.

Unit II: MS Windows Operating System(No. of lectures including hands on training: 10): Definition & functions, basic components of Windows, icons, desktops, taskbar, notification area, files & folders, start menu operations, my computer, network neighborhood, recycle-bin, windows explorer, status bar, creating & renaming of files & folders.

Unit III: (No. of lectures including hands on training: 10):

1. **MS Word:** Introduction, Windows 2007, customizing the Word application, document views, creating & editing document, selecting, deleting, replacing text, copying text to another file, insert, formatting text & paragraph, using the Font, dialog box, paragraph formatting using bullets & numbering in paragraphs, checking spelling, line spacing, margins, space before & after paragraph, navigating through a Word document, a quick look at macros, printing document, print preview.
2. **Excel 2007:** Introduction, workbook, worksheet, formatting in excel.
3. **MS Power Point:** Introduction, creating a presentation.

Unit IV: Internet (No. of lectures including hands on training: 10):Introduction, WWW & web browsers, basics of computer networks, LAN, WAN, application of internet, connectivity related troubleshooting, web browsing software, understanding URL, domain

name, IP address, using e-governance website, basics of electronic mail, getting an email account, sending & receiving emails, accessing sent emails, instant messaging, netiquettes (Internet etiquette).

Unit IV: (No. of lectures including hands on training: 10): Useful Google tools such as drive, sheet, doc, meet etc., basics of Electronic Data Interchange (EDI), firewall, computer virus & anti-virus software, internet security & privacy, social network, types of payment system, electronic cheque, smart card, digital signature & digital certificate.

Unit V: (No. of lectures including hands on training: 20): Any useful free software of teaching-learning, website for learning resources, free basic computational website, drawing software and other necessary skills as decided by the course instructor.

Text books:

1. C. Xavier, Introduction to Computers, New Age International.
2. P. Sinha & P.K. Sinha, Computer Fundamentals: Concepts, Systems & Applications, BPB Publications.
3. A. Leon & M. Leon, Fundamentals of Information Technology, Vikas Publishing House, New Delhi.
4. W. Wang, Microsoft Office 2019 for Dummies, Wiley.

Subject: Computer Application (SEC/Vocational Course)

Part A - Introduction

Course Title: Computer Fundamentals Lab.

Pre-requisite (if any): None.

Course Learning Outcomes (CLO): On the completion of this course, the students will be able to:

5. Understand the fundamentals of computer.
6. Use computer in his/her daily life as well as can do assigned official work with ease.
7. Troubleshoot issues related to working with computer & internet.
8. Communicate through internet as well as can use IT for day to day work Related to theory.

Part C - Learning Resources

Text books:

5. C. Xavier, Introduction to Computers, New Age International.
6. P. Sinha & P.K. Sinha, Computer Fundamentals: Concepts, Systems & Applications, BPB Publications.
7. A. Leon & M. Leon, Fundamentals of Information Technology, Vikas Publishing House, New Delhi.
8. W. Wang, Microsoft Office 2019 for Dummies, Wiley.