

COURSE TITLE	COMPUTER ESSENTIALS & APPLICATIONS OF SPREADSHEET
COURSE CODE	04BC0127
COURSE CREDITS	2

Course Outcomes: After completion of this course, student will be able to:

- 1 Understand Fundamental Structure of a Computer System
- 2 Use Word Processor Utilities for Business using MS Word
- 3 Use Spreadsheet Utilities for Business using MS Excel
- 4 Design Presentations using MS PowerPoint
- 5 Use Google Workspace Utilities

Pre-requisite of course:NA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
0	0	4	0	30	20	25	25
Contents : Unit	Topics						Contact Hours
Total Hours							

Suggested List of Experiments:

Contents : Unit	Topics	Contact Hours
1	COMPUTER ESSENTIALS: Structure of a Computer System – Input / Output Devices – Hardware & Software – Operating System – Files – Folders (Directories) – Copying / Removing / Renaming Files & Folders , Using Basic Applications like Calculators, Notepad, Paintbrush – Changing Settings for Display & Themes – Using Various Browsers for Surfing Internet	3
2	MICROSOFT WORD ESSENTIALS: Word Screen Elements – Quick Access Toolbar – Basic Formatting (Fonts, Format Painter, Bullet & Numbering, Alignment, Line Spacing) , Inserting Page Breaks & Blank Pages – Adding Cover Page – Creating Table – Inserting Picture, Shapes, Symbols & Icons, watermark – Headers & Footers , Page Numbering – Setting Margins – Paper Orientation & Size – Table of Content – Footnotes & Endnotes – Citations & Bibliography – Mail Merge – Proof reading – Page Setup & Printing.	6

Suggested List of Experiments:

Contents : Unit	Topics	Contact Hours
3	MICROSOFT EXCEL ESSENTIALS: Excel Interface, Copying, Moving & Hiding Worksheets – Insert, Hide & Unhide Columns & Rows – All about Formatting (Alignment, Borders, Text Size & Font, Text Wrap, Merge & Centre, Number Formatting) – Creating Table – Basic Excel Formulas – Order of Precedence – Absolute & Relative Cell Referencing – Freeze Panes – Paste Special – Protecting Worksheet & Specific Ranges – Find & Replace Values , Math Functions (SUM, ROUND, SUBTOTAL) – Statistics Functions (COUNT, COUNTA, COUNTBLANK, AVERAGE, MAX, MIN, MEAN, MEDIAN, MODE) – Text Functions (LEFT, RIGHT, MID, PROPER, UPPER, LOWER, TRIM, CONCATENATE) – Logical Functions (IF, OR, AND) , Sort & Filter Data – Conditional Formatting – Data Validation – Text to Column - Creating Basic Charts – Page setup & Printing	11
4	MICROSOFT POWER POINT ESSENTIALS: Power Point Interface – Quick Access Toolbar – Ribbons – Inserting different types of Slides & Duplicating Slides , Inserting Images, Shapes, Smart Art & Icons – Inserting Table & Charts – Formatting Table & Charts – Inserting Hyperlinks , Animation – Timeline Creation - Slide Transitions – Proofing tools	6
5	GOOGLE WORKSPACE ESSENTIALS FOR BUSINESS: Google Applications – Doc – Sheet – Slides – Meet – Groups – Calendar , Creating Forms with multiple sections & Creating Quiz through Google Forms , Using Google Drive -Collaborating through Google Applications	4
Total Hours		30

Textbook :

- 1 Fundamental of Computers , P.K.Sinha , B.P.B. Publications , 2020
- 2 Microsoft Office 2019 Inside Out, Joe Habraken, Pearson, 2018
- 3 Microsoft Excel 2019 Formulas and Functions, Paul McFedries, Pearson, 2019

References:

- 1 Excel 2019 Bible, Excel 2019 Bible, Michael Alexander, Wiley , 2019
- 2 Information Technology , Information Technology , Curtin, Foley, Sen, Martin, , Information Technology, Tata MC Graw Hill , 2007

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation

Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
20.00	30.00	25.00	15.00	10.00	0.00

Instructional Method:

- 1 NA

Supplementary Resources:

- 1 <https://edu.gcfglobal.org/en/excel/>
- 2 <https://www.w3schools.com/excel/>