COURSE TITLE	**COMPUTER FUNDAMENTALS & MS OFFICE**
COURSE CODE	**05FN0107**
COURSE CREDITS	**2**

Objective:

1 To impart a thorough understanding of knowledge of MS Office (MS Word, MS Excel and MS PowerPoint)

2 To impart a thorough understanding the Nature of Computer Program & Introduction to C Programming and Data Types.

3 To impart a thorough understanding of how to prepare Document, worksheet & presentation with some basic effects.

4 To proficiently solve problems using algorithmic thinking and pseudo-code techniques.

5 To explore various C operators and library functions to build a strong programming foundation.

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

1 Students can learn to create and manage Word documents, utilizing the Quick Access Toolbar, Title Bar, Menu Bar, Ribbon, Ruler, Status Bar, and Scroll Bar. They can edit documents using formatting tools and navigate the Insert menu, work with tables, and understand the Design and Page Layout menus.

2 Students can master the Home menu in MS Word, including Cut, Copy, and Paste commands for documents and pictures. They can also explore advanced features like formatting, viewing, and printing documents, and practice writing letters and applications to enhance their professional communication skills.

3 Students can gain proficiency in MS Excel by exploring the File and Home menus, understanding the Insert menu for tables and charts, and using mathematical functions like ROUND, CEIL, FLOOR, FACT, SUBTOTAL, SUM, and SUMIF. They can also learn statistical functions such as MIN, MAX, AVG, and COUNTIF, and practice creating tables and queries with formulas.

4 Students can develop skills in MS PowerPoint, learning to create, browse, and save presentations, and edit and format slides. They can explore transitions, animations, and adding audio and video to presentations, culminating in the creation of official presentations using Custom Show features.

5 Students can be introduced to computer programming, learning about types of programming languages, flowcharts, and pseudocode. They can practice creating pseudocode and flowcharts for basic operations like finding the sum of two numbers or calculating profit and loss, and explore various C operators and library functions to build a strong programming foundation.

Pre-requisite of course:NA

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Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
0	0	4	0	30	20	0	50

Contents : Unit	Topics	Contact Hours
Total Hours		

Suggested List of Experiments:

Contents : Unit	Topics	Contact Hours
1	**Unit 1** Write about your hobbies at least in 1050-2050 words and give titles and give styling. Also add page number on every page with the same footer –"your_Name_stream"., Create or take a previous document and add a watermark., Create a document and apply Word-Art with highlighted text color., How would you create a formula to calculate the average of a range of cells in Excel?, Describe the steps to create a pivot table in Excel and how it can be used to analyze data., Demonstrate how to use conditional formatting in Excel to highlight cells based on specific criteria., Create a table of your classes schedule or time table in a Microsoft Word document., Apply a slide master and slide layout in PowerPoint to maintain consistency throughout a presentation	30
2	**Unit 2** Demonstrate the concept of arithmetic operators., Evaluate the Booleans algebra different formulas in c., Calculate the area of rectangle using c., Calculate the simple interest of rectangle using c., Calculate the square of given number in c., Calculate the compound interest of rectangle using c, Demonstrate the concept of type casting in c., Show the given number is positive or negative., Show the given number is even or odd.	30
Total Hours		**60**

Textbook :

1 New Perspectives Microsoft Office 365 & Office 2019 Introductory, Patrick Carey, Carol DesJardins, Ann Shaffer, Mark Shellman, Sasha Vodnik, Lisa Ruffolo, Cengage Learning, 2019

References:

1 Microsoft Office 2019 Step by Step, Microsoft Office 2019 Step by Step, Joan Lambert and Curtis Frye, Microsoft Press, 2018

2 Excel 2019 Bible, Excel 2019 Bible, Michael Alexander and Richard Kusleika, Wiley, 2018

3 PowerPoint 2019 For Dummies, PowerPoint 2019 For Dummies, Doug Lowe, Wiley, 2018

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References:

4 Computer Basics Absolute Beginner's Guide, Windows 10 Edition, Computer Basics Absolute Beginner's Guide, Windows 10 Edition, Michael Miller, Que Publishing, 2019

5 The C Programming Language, The C Programming Language, Brian W. Kernighan and Dennis M. Ritchie, Prentice Hall, 1988

6 Let Us C, Let Us C, Yashavant Kanetkar, BPB Publications, 2020

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					
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 Board work

2 PPT

3 Demo

Supplementary Resources:

1 https://support.microsoft.com/home/

2 https://www.computerhope.com/jargon/c/computer.htm

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