COURSE TITLE	**COMPUTER ESSENTIALS & OFFICE APPLICATIONS**
COURSE CODE	**04BB0104**
COURSE CREDITS	**4**

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

1. Understand Fundamental Structure of a Computer System
2. Understand & Use Word Processor Utilities for Business using MS Word
3. Understand & Use Spreadsheet Utilities for Business using MS Excel
4. Understand & 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
4	0	0	0	30	20	25	25

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	5
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	15

MR. PARAS CHANDULAL RUGHANI
Digitally signed by (Name of HOD)

DR. SUNIL KUMAR JAKHORIA
Digitally signed by (Name of Dean/ Principal)

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	20
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	15
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	5
Total Hours		**60**

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
20.00	30.00	25.00	15.00	10.00	

Instructional Method:

1 Theory

Supplementary Resources:

1 https://edu.gcfglobal.org/en/
2 YOUTUBE.COM
3 https://www.tutorialspoint.com/
4 https://www.youtube.com/watch?v=HC13M8FGlNc&list=PLmkaw6oRnRv8UYcRLpxon4rPQm_pud8nd
5 https://www.vmaker.com/tutorial-video-hub/microsoft-tutorial-videos/microsoft-office-tutorial/
6 https://www.electricteacher.com/
7 https://www.tutorialspoint.com/
8 https://edu.gcfglobal.org/en/
9 https://www.youtube.com/watch?v=HC13M8FGlNc&list=PLmkaw6oRnRv8UYcRLpxon4rPQm_pud8nd