

COURSE TITLE	FUNDAMENTALS OF COMPUTER
COURSE CODE	07BA2108
COURSE CREDITS	3

Objective:

- 1 Understand the basic functioning of computers, including hardware, software, operating systems (such as Windows), and essential computer operations.
- 2 Gain proficiency in office automation tools like MS Word, MS Excel, and MS PowerPoint for word processing, data analysis, and creating graphical presentations.
- 3 Develop essential internet and communication skills, including web browsing, using search engines, evaluating online information, and securely managing emails.
- 4 Learn to create and format web content using basic HTML tags, such as headings, paragraphs, lists, links, and images, to design structured web pages.

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

- 1 Use basic computer applications such as word processors, spreadsheets, and presentation tools to perform simple academic and personal tasks.
- 2 Operate essential features of the Windows operating system and navigate file management and control panel functions.
- 3 Access and use internet tools such as browsers, email, and search engines for academic browsing and communication.
- 4 Create basic structured documents, simple spreadsheets, and presentations with visual elements using commonly available tools.
- 5 Develop simple HTML pages using basic tags to understand foundational web formatting.

Pre-requisite of course:PA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	2	0	30	20	25	25

Contents : Unit	Topics	Contact Hours
1	Unit -1 Introduction of Computer Concepts of Computer: Introduction and definition, Computer Invention and Generations of Computer in short, Characteristics of Computer,, Types of Computer: Persona, Mini, Mainframe, Super Computer,, Basic functions of Computer, Computer Software, Computer Hardware, Uses of Computer in Arts & Humanities fields: History Learning, Literature, Writing and Personal Presence	6

Contents : Unit	Topics	Contact Hours
2	Unit - 5 Internet & WWW Definition of Internet, Getting acquainted with Internet Connection,, Browsers, Website URL, Open a website, Net Browsing, Email, Definition of WWW, Web Pages,, Internet tools, Web server, Domain name,, Search Engines	10
Total Hours		16

Suggested List of Experiments:

Contents : Unit	Topics	Contact Hours
1	Unit - 2 Operating System Operating System: [Windows 7/10]: Windows Features,, Starting & Shutting Down,, Opening & Closing Application,, Saving, Printing, Wallpaper, Theme, , File Manager, Control Panel	5
2	Unit - 4 Documentation (Spreadsheet) Data layout,, Reformat and rearrange data,, Process data and analyse with graphs and charts,, identify patterns, conditional formatting,, Sharing and connectivity, Applying formulas,, Filtering data	8
3	Unit – 6 Introduction of HTML Basic Tags of HTML, , HTML Tag - TITLE Tag –, BODY Tag,, Formatting of Text, Headers, Formatting Tags,, PRE-Tag,, FONT Tag, Lists - Unordered Lists - Ordered Lists –Definition Lists	8
4	Unit – 3 Documentation (Word sheet, Presentation) Introduction to Word Processing, Workbook & Worksheets, Presentation – Examples, Creation of new documents,, different data types,, various operations,, conditions, formations, editing, various features of workbook, presentation, animations, Presentation designing, linking etc.	8
Total Hours		29

Textbook :

- 1 Computer Fundamentals, Pradeep K Sinha, Priti Sinha, BPB PUBLICATION, 2004
- 2 Basic Computer Engineering,, Dr. Shailendra Singh, Pawan Thakur, Anurag Jain,, Satya Prakashan Publication,, 2016
- 3 HTML & CSS: The Complete Reference, Thomas Powell, Mc GrawHill, 2017

References:

- 1 Learning Computer, Learning Computer, Ramesh Bangia, Khanna Publication, 2005

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
0.00	15.00	40.00	20.00	15.00	10.00

Instructional Method:

- 1 Lecture method combined with discussion
- 2 Use of ICT tools
- 3 Assignments
- 4 Presentations
- 5 Workshops
- 6 Expert lectures
- 7 Self-study

Supplementary Resources:

- 1 www.historyofcomputer.org
- 2 www.computerhope.com
- 3 <http://www.fayette.k12.il.us/99/Intro2Comp/>
- 4 <http://www.functionx.com>
- 5 www.w3schools.com
- 6 www.tutorialspoints.co