C. U. Shah University, Wadhwan City

Faculty of Computer Science

Name of Program: Bachelor of Science (Information Technology)

Semester : I

W.e.f. June- 2014

Teaching & Evaluation Scheme

Sr. No	Subject Code	Subject Name	Teaching Hours/Week				Credits	Evaluation Scheme/Semester							Total Marks
								Theory				Practical			
			Th	Tu	Pr	Total		Sessional Exam		University Exam		Internal		University	
								Mark	Hr	Mark	Hr	Pr	TW	Pr	
2	4CS01IOF1	Basics, Internet& Ms-Office	4	-	-	4	4	30	1.5	70	3	-	-	-	100

Objectives:

- To know about basic computer architecture, number systems, gates and circuits.
- To know basic knowledge about internet
- The student will able to work with MS OFFICE efficiently

Pre-requisites: The student should familiar with computer.

Ch. No.	Chapter Name	Chapter Topics	Total Hrs
1.	Basic Computer Organization	Characteristics, Block diagram, various units	2
2.	Number Systems & Computer Arithmetic	Binary, Decimal, Octal, Hexadecimal, Number conversion, addition, subtraction, multiplication	4
3.	Boolean Algebra and Logic Circuits	Logic gates, Boolean functions and algebra, combinational circuits	5
4.	Algorithm and Flowchart	Definitions, symbols, sample examples	2
5.	Operating System	Definition, functions, types of OS	2
6.	Internet	Introduction, Networking Basics, Internet Concept, History of Internet, Internet Connection Methods, applications of Internet in various fields, Internet Addressing, Internet services , Internet Protocols	6
7.	MS Word	Introduction, Introduction to MSWord, Menus , Shortcuts, Document types Working with Documents, Opening Files – New & Existing, Saving Files, Formatting page and Setting Margins, Converting files to different formats ,i. Importing , ii. Exporting, iii. Sending files to others Editing text documents: i. Inserting, ii. Deleting, iii. Cut, Copy, paste, iv. Undo, Redo , v. Find, Search, Replace ,Using Tool bars, Ruler, Using Icons, Using help Formatting Documents :Setting Font Styles i. Font selection – style, size, colour etc., ii. Type face – Bold Italic, underline iii. Case settings ,iv. Highlighting ,v. Special symbols Setting Paragraph style i. Alignments, ii. Indents, iii. Line space, iv. Margins , Bullets and Numbering Setting Page Style i. Formatting, ii. Border & Shading, iii. Columns, iv. Header &footer ,v. Setting Footnotes ,vi. Inserting manual Page break, Column break and line break. vii. Creating sections and frames ,viii. Inserting Clip arts, pictures, and other files ix. Anchoring & Wrapping Setting Document Styles	9

		i. Table of Contents, ii. Index, iii. Page Numbering, data &Time, Author etc., iv. Creating Master Documents, v. Web page	
		Creating Tables, Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting ,Sorting, Formula <u>Tools :</u> Word Completion ,Spell Checks, Macros ,Mail merge, Templates, Using Wizards ,Tracking Changes, Security	
08.	MS Excel	Introduction ,Spreadsheet & its Applications ,Opening spreadsheet ,Menus & Toolbars & icons ,Shortcuts ,Using help , Shortcuts <u>Working with Spreadsheets :</u>Opening a File, Saving Files, Setting Margins Converting files to different formats : Importing, Exporting and Sending files to others. Spreadsheet addressing: Rows, Columns & Cells, Referring cells and Selecting cells. Entering and Editing Data: Entering Data, Cut, Copy, paste, Undo, Redo, Find, Search & Replace, Filling continuous rows, columns, Inserting - Data, cells, column, rows & sheets, Manual breaks Computing data: Setting Formula, Finding total in a column or row, Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation) & other Formulas	12
		<u>Formatting Spreadsheets :</u>Formatting – Cell, row, column & Sheet ,Alignment, Font, Border &shading, Highlighting values, Hiding/Locking Cells Worksheet: Sheet Name, Row & Column Headers, Row Height, Column Width, Visibility – Row, Column, Sheet ,Security ,Formatting – worksheet: Sheet Formatting & style - background, color , Borders & shading, Anchoring objects, Formatting layout for Graphics, Clipart etc.	
		Working with sheets: Sorting, Filtering, Validation, Consolidation, Subtotal	
		Creating Charts: Selecting charts, Formatting, charts, label, scaling etc.	
		Using Tools: Error Checking, Spell Checks, Macros, Formula Auditing, Creating & using Templates, Tracking Changes, Customization,Printing worksheet	
		Introduction: Opening new Presentation, Different presentation templates ,Setting backgrounds Selecting presentation layouts	
09	MS Power Point	Creating a presentation: Setting presentation style ,Adding Text to the presentation Formatting a presentation:Adding style, Colour, gradient fills, Arranging, objects, Adding Header & Footer, Slide Background ,Slide layout Adding Graphics to the presentation:Inserting pictures, movies, tables, etc. into the presentation, Drawing Pictures using Draw Adding effects to the presentation:Setting Animation & transition effect ,Adding audio and video Printing Hand-outs, Generating standalone presentation viewer Introduction: Database concepts, Tables, Queries ,Forms, Reports	9
10	MS Access	Opening & Saving database files: Creating Tables, Table Design, Indexing, Entering data, Importing data Creating Queries: SQL statements, Setting relationship, Using wizards Creating Forms: GUI, Form, Creating & printing reports, Creating & printing reports	9
		TOTAL	60

Teaching Methodology:

Revision, Paper Solving, Seminar, Expert Talk, MCQ Quiz, Viva Test, Programming Test

Learning outcome:

End of this course, the student will aware about basic computer fundamental and also able to work with MS WORD for documentation, using power point the student will able to create presentation, using MS EXCEL the student will perform calculation and using MS ACCESS student will able to work with databases.

Books Recommended:

1. Microsoft Office 2013 Bible Wiley Lisa A. Bucki, John Walkenbach, Michael Alexander, FaitheWempen, Dick Kusleika 9788126543625

   COMPUTER FUNDAMENTALSPearson Education Anita Goel 8131733092

Reference Books:

1. Learning Microsoft Office 2010 Khanna Books Publishing Co. (p) Ltd. Ramesh Bangia 9381068045
2. MS-OFFICE 2010 Training Guide Bpb S Jain 8183334067

3. Learning Microsoft Office 2010 Khanna Books Publishing Co. (p) Ltd Ramesh Bangia   9381068045