Open Elective (4 credit)
Introduction To Computers

COURSE CODE: U24ITE01   **COURSE CREDIT: 04**

1 credit - 15 lectures

1 lecture is 60 minutes

Course Objectives:

1. To understand the basics of Computer Systems.

2. To study MS-Office basics.

3. To study basics of Internet and Security

4. Understand basic Web page designing using HTML.

Course Outcome:

1. To help learners make industry ready and will help learners to be aware of the minimum requirement of the software when stepping out into the industry and it also allows them to choose their stream.
2. To introduce the basic software and the importance of privacy, threats concepts to make the learners understand what goes behind the scene.
3. To help learners work on small-scale website designing projects during the academic period.

Sr. No	Syllabus	No. of lectures
01	**Module -1- Introduction to Basics of Computers** Basic structure of a PC, Functionalities of a computer Computer Components : HARDWARE AND SOFTWARE. Classification of Computers, Input/ output devices. Memory, storage, storage devices, RAM, ROM, Processor, Hard Disk. System Software & Application Software: System software Vs. Application Software, Application software :Types and Examples.Operating Systems, Windows Operating System, Windows basics.Networking Basics -Introduction to networks, Types of networks (peer to peer, client server, LAN, WAN, VPN, etc.), Topologies	15
02	**Module -2- MS Office2010 -Word, Excel, Powerpoint** **Word 2010**-Creating, Saving documents, Editing documents-Editing documents (formatting characters, lines and paragraphs, section & Page Breaks, Headers & Footers, Tool, index) Language Tools (spelling, grammar thesaurus) Inserting images, cut, copy, paste Creating Tables Mail merge, Use Templates- Using Existing Template, Create New Template, Use Graphics- Adding Picture,	15

		WordArt in Document **Excel 2010-** Introduction to spreadsheet, rows, columns, cell address, Workbook, worksheet Entering data, Formulae, functions, Editing sheets, Formatting. Finding, replacing and filling data **Powerpoint 2010-** Introduction to presentations, create, save Types of presentation layouts, slides, outlines, slide sorter, presentation, Formatting, Tables, Cliparts, pictures, Animation (preset, custom) Setting up slide show, timings on clicks, hyperlinks, etc. Inserting images, videos and sounds,	
03	**Module-3 – Introduction to Internet and Threats** Using the Internet -Surfing the net, Researching on the net, Domain names, URL and parts of a URL. Types of websites - Static and Dynamic websites, Portals .Services (email, search engines, ftp, etc.) Searching on the web, keywords etc., Internet Security, threats, legal challenges – copyright issues, technology issues, political issues, social issues; economic issues – ethical issues Importance of internet in media, effect of internet on journalism, Newsrooms and the internet, internet and research, journalists and the internet. Media and Internet: advantages, limitations. Internet Ethics and Safety Judging Information Value-Plagiarism, Security and Privacy Threats and Types of threats –Virus , Phishing ,Spyware, Spam	15
04	**Module-4 – Introduction to HTML and Elements of HTML** What is HTML? HTML Documents Basic structure of an HTML document, Creating an HTML document, Mark up Tags Heading-Paragraphs, HTML Tags. Introduction to elements of HTML .Working with Text Working with Lists and Tables ,Working with Hyperlinks, Images	15

References:

1. Computer Fundamentals, P. K. Sinha, BPB Publications, Sixth Edition.

2. MS-OFFICE 2010 Training Guide Prof. Satish Jain, M. Geetha, Kratika BPB Publications.

3. Teach Yourself Microsoft Office 2000 in 24 Hours by Perry Greg M.

4. Web Design The Complete Reference Thomas Powell Tata McGraw Hill

5. Computer Basics Absolute Beginner's Guide By Michael Miller and Mike Miller

6. P.Mohan computer fundamentals- Himalaya Publications

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 40 marks

- Semester end examination 60% i.e. 60 marks

(A) Internal Assessment 40 marks

Description	Marks
Internal tests of 20 marks each Q.1 Multiple choice Questions/True or False - 10 Marks Q.2. Attempt 2 questions out of 3 questions (5 marks each)- 10 Marks	20
One Project and Viva voce/Presentation/Case studies/Assignments	15
Attendance and Class behavior	5
Total	40

B) Semester end examination 60 marks

PAPER PATTERN

Duration : 2 hours	
Total Marks: 60	
Q.1 12 marks OR 12 marks	12
Q.2 12 marks OR 12 marks	12
Q.3 12 marks OR 12 marks	12
Q.4 12 marks OR 12 marks	12
Q.5 12 marks OR 12 marks Three short notes of 4 marks each or Case study	12
Total	60
Note: 1. Q.1, 2, 3 and 4 - 12 marks question may be divided into sub questions if required. 2. Q.5 May include theory (short notes) /Case Study in one of the options.	

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination.