SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)
Syllabus with effect from the Academic Year 2021-2022

(B.A.) (Arts)
(B.A.) (Programme Name) Semester (I)

Course Code	UA01GCAP51	Title of the Course	Computer Fundamentals and Microsoft Office – I
Total Credits of the Course	4	Hours per Week	4 (Theory) + 2 (Practical per Batch)

Course Objectives:	1. To study the fundamental concepts of computer systems and organization. 2. To learn the basics of Word Processing software.

Course Content		
Unit	Description	Weightage* (%)
1.	**Components of a Computer System:**Computer Generations. Computer Hardware and Software. Difference Between, Hardware and Software. Computer Characteristics and Applications. Types of Computer. Block Diagram of Digital Computer, Function and Purpose of its each part, Advantages Disadvantages of computer. Feature of PC(CPU, Mhz, RAM, Cache, Graphics Card) Know your Computer Configuration	25%
2.	**Input Output and Storage Devices:**Input Devices: Keyboard, Scanner, Joy Stick, Barcode Reader, Digital Camera, Microphone, Webcam, Pointing Devices (Mouse, Touchpad), Remote Control, TouchScreen, Magnetic Strip Readers, Card Readers, Video Camera, Etc. **Output Devices:** Monitors (CRT, TFT, LCD, LED), Projector, Printers (Laser, InkJet, Dot Matrix, Bar Code), Plotters, Speakers. Uses of output devices stating the advantage and disadvantage of each. **Memory and Mass Storage Devices:** Memory, Volatile Non-Volatile. Briefintroduction of RAM, DRAM, SRAM, SDRAM, DDR SDRAM, ROM, PROM, EPROM, EEPROM, Cache Memory. Floppy Disc, HDD,SSD, CD/DVD/BD, MemorySticks/Pen Drives, Flash Memory Cards etc. Comparative Advantages anddisadvantages of using different Backing Storage Media. Importance and need ofBackup	25%
3.	**Word Processor-I:**Introduction of Word Processor, Basic Concept and Objectives of Word Processor. Starting of Word Processor. Opening, Closing, Savings, Printing, Previewing, Protecting, Importing, Exporting and Inserting Document. **Typing and Editing:**Action with Mouse and through Keyboard i.e. Selecting text, Typing, Revising, Editing, Copying, Moving Text (Cut,	25%

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	Paste and Move). Typing Special Characters (Symbols). Use of Format Painter. **Features:** Formatting Text i.e. Selection of Fonts, Font Styles, Size, Color, and Text Effects. Clear All Formatting. Paragraph Alignments, Line Spacing, and ParagraphIndents, Spacing before and after Paragraph, Formatting Paragraph. Inserting Pictures and Chart. Find and Replace text. Change Case. Tab Settings. Working with Columns(News Paper Style), Drop Cap, Auto Correct, Auto text, Bullets and Numbering.	
4.	**Word Processor-II:**Spelling and Grammar. Creating and Use of Mail Merge. Printing Envelopes and Labels. Inserting SmartArt, Chart Shapes, Pictures, Comments, Date and Time. Hyperlinks, Text Box. Creating Macro. **Page Design and Layout:** Page Setup, Paper Size, Orientation, Margins, Inserting Page Break, Page Numbers, Watermark, Page Color, Border and Shading, Headers, Footers. **Tables:** Table Creation, Draw Table, Modification, Formatting, quick table	25%

Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical work per week per batch.

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learnerwill be able to	
1.	•Understand the fundamentals of computer •Understand computer terminologies. •Understand the functions of internal parts of computer
2.	•Identify and understand the function of various Input Output Devices. •Understand the difference of different storage devices.

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3.	•Understand the concept of word processor. •Understand the use of word processor. •Typing, editing, paragraph formatting.
4	• Understand the concept of word processor. • Table creation, editing& formatting

Suggested References:

Sr. No.	References
1.	Computer course windows 7 and office 2010 by R,K.Taxali Publisher Tata McGrawHill.
2.	Computer fundamentals By Anita Goel Pearson Publication New Delhi.
3.	Sinha, P.K.(2004), "Computer Fundamentals", 4th Ed.,BPB Publications
4.	Rajaraman,V, "Fundamentals of Computers", PHI
5.	Leon Alex & Leon Mathews(1999), "Fundamentals of Information Technology", LeonTechworld
6.	Norton , Peter (2001), "Introduction to Computers", 4th Ed., TMH.
7.	Walters, E. Garrison Walters(2001), "The Essential Guide to Computing: The Story of Information Technology", PHI
8.	Microsoft Office 2010 training guide By Prof. Satish Jain and M Geeta BPB Publication.

On-line resources to be used if available as reference material
On-line Resources
https://edu.gcfglobal.org/en/computerbasics/
https://www.tutorialspoint.com/computer_fundamentals/index.htm
https://www.javatpoint.com/
https://www.youtube.com/watch?v=cMX9k0AcTzo
https://www.youtube.com/watch?v=YHSLkNzLuqc

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