



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

Course Code	UA01SCAP51	Title of the Course	Computer Fundamentals, Windows & Presentation Package
Total Credits of the Course	2	Hours per Week	2 (Theory) + 2 (Practical per Batch)

Course Objectives:	1. To impart knowledge on fundamental concepts of computer systems and organization. 2. To impart basic skill on the presentation software package.
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Course Content		
Unit	Description	Weightage* (%)
1.	Computer Fundamental: Definition of Computer, Type of Computer, Use of Computer in Various field, Computer Generations, Hardware and Software. Computer Characteristics, Block Diagram of Digital Computer. Storage Devices: Floppy Disc, CD, DVD, Blue Ray, Hard Disc, USB Pen Drive, Memory Cards etc.	25%
2.	Input Devices: Keyboard, Scanner, Joy Stick, Barcode Reader, Digital Camera, Microphone, Pointing Devices (Mouse, Touchpad), Remote Control, Stylus, Touch Screen, Chip Reader, Projector etc. Output Devices: Monitors (CRT, TFT, LCD, LED), Printers (Impact & Non-Impact), Projectors, Plotters, Speakers.	25%
3.	Operating System: Introduction to Windows O/S, Windows and GUI, Start Menu, My documents, Desktop, Recycle Bin, Notepad, Paint, Folder, Cut, Copy, Paste, Delete, Do-Undo, Device Manager, Disk Management, Format, Defragmentation, Task Manager, Taskbar, File Explorer, Search, Control Panel, Command Prompt, Firewall.	25%
4.	Presentation Package: Introduction, Objectives, Creating, Presentation, Slide Layout, New Slide, Creating Master Slide, Customized slide Show, Working with Text, Image, Audio and Video. Working with Action Button.	25%

Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical work per week per batch.
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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 learner will be able to	
1.	<ul style="list-style-type: none">• Understand about computers fundamental.• Understand the importance of Software
2.	<ul style="list-style-type: none">• Understand the functions of input, output & storage devices.
3.	<ul style="list-style-type: none">• Learn the use of O/S, its utilities and file management
4.	<ul style="list-style-type: none">• Learn to prepare presentation.

Suggested References:	
Sr. No.	References
1.	Computer fundamentals By Anita Goel, Pearson Publication New Delhi.
2.	Leon Alex & Leon Mathews(1999), "Fundamentals of Information Technology", LeonTechworld
3.	Norton, Peter (2001), "Introduction to Computers", 4th Ed., TMH.
4.	Sinha, P.K.(2004), "Computer Fundamentals", 4th Ed.,BPB Publications.
5.	Rajaraman, V, "Fundamentals of Computers", PHI
6.	Computer Application I, Vimal Pandya HK Arts College publications, Ahmedabad (Gujarati Edition)

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=rHX7GQJKvdo>

<https://www.youtube.com/watch?v=-frubu9bgIY>

<https://www.youtube.com/watch?v=XnNSOUEUApG>

<https://www.youtube.com/watch?v=9z3FXhFfTTs>

<https://www.tutorialspandit.com/windows-tutorial-in-hindi/>

<https://www.youtube.com/watch?v=OekrBhNybP0>

https://www.youtube.com/watch?v=P50_HCfMh24

<https://www.youtube.com/watch?v=DunMU8oY4IU>

