SAGE University, Indore

Institute Name: Institute of Advance Computing		Department Name: Advance Computing			
Recommended Programs: Any Institute of Sage University, Indore except Institute of Advance Computing			Semester: I		
Course Name	Computer Basics & Office Essentials	Course Code	ACTGECOE001B		
Credit Hours	L	SM	Total Credits	4	
	2	4			
Prerequisites (if any)	Mathematics of class 11th and 12th				
Course Objectives	**The course objectives are as follows:** 1. To know computers fundamentals 2. To know fundamentals operations 3. To know application software 4. To know Microsoft Office 5. To know other related applications				
Course Content	**Unit I** Introduction of Computers, Features of Computers, Application of Computers, Computer Hardware, Computer Software **Unit II** Introduction to Microsoft word, Word Screen Elements, Quick Access Bar, Page Navigation, Fonts Formatting, Cut Copy paste functions, Home ribbon, File Ribbon, reference Ribbon, Mailing Ribbon **Unit III** Microsoft Excel, Performing calculations, Formatting, working with data, printing, charts, Working with Multiple Worksheets & Workbooks, Microsoft Powerpoint **UNIT IV** Computer Networking, Operating System, Disk I/O, Disk Scheduling, File systems **Unit V** Memory Systems, Hierarchy of memory, Types of memory, Primary and secondary memory in detail, memory organization, RAM, Cache , Registers				
Online Resources	Unit-I	https://www.udemy.com/course/computer-fundamentals-k/ https://www.coursera.org/learn/introduction-to-computers-and-office-productivity-software			
	Unit-II	https://www.udemy.com/course/microsoft-word-basic-advanced/			
	Unit-III	https://www.udemy.com/course/computer-fundamentals-k/ https://www.coursera.org/learn/excel-essentials?specialization=excel			

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	Unit-IV	**https://www.udemy.com/course/computer-fundamentals-k/**
	Unit-V	**https://www.udemy.com/course/fundamentals-of-computer-science-and-programming/**
Text Books	**T1**. E Balagurusamy, "Fundamentals of Computers", McGraw-Hill, 2nd Edition **T2**. Sanjay Silakari and Rajesh K. Shukla, "Basic Computer Engineering", Wiley India, Second Edition.	
References	R1. https://onlinecourses.swayam2.ac.in/nou22_cs01/unit?unit=27&lesson=31 R2. https://onlinecourses.swayam2.ac.in/nou22_cs01/preview R3. **https://www.educative.io/courses** R4. **https://edu.gcfglobal.org/en/computerbasics/**	
Course Outcomes	**After learning this course student will learn:** CO1: Basic fundamentals of computers like its features and history CO2: use of Microsoft word and its distinguishing features. CO3: use of Microsoft excel and powerpoint and its distinguishing features. CO4: basics of computer networking and operating system CO5: memory and its types	

Mapping of Course outcome with Program Outcomes, PSO's, and Knowledge Levels (As per Blooms Taxonomy)

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	Knowledge Levels (K_1, K_2, …, K_6)
CO1	1		2		3		3				1	3	K1, K2
CO2		1								3			K1, K2
CO3	1		2					3	3		2	1	K1, K2
CO4		1	2		2							2	K1, K2
CO5	1	2					2		1		2		K1, K2

High-3 **Medium-2** **Low-1**

K_1 =>Remember **K_2 =>Understand** **K_3 =>Apply** **K_4 =>Analyze** **K_5 =>Evaluate** **K_6 =>Create**

Designed By: (Prof. Ati Jain)	Checked By: (Dr. Shweta Agrawal)	Approved By: (Dr. Manoj Ramaiya)

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