SUBJECT: UNDERGRADUATE COURSE CURRICULUM 2023-24

PART-A: Introduction

Program: *Certificate Course*	Class: B. Sc. Semester-I	Year:2023	Session:2023-2024

1	Course Code	CSSC-1T
2	Course Title	**Computer Fundamental and PC Packages**
3	Course Type	**Discipline Specific Course (DSC)**
4	Pre-requisite(if,any)	As per Government norms / Institutional scheme
5	Course Learning. Outcomes (CLO)	*After completion of this course, the students will be able to:* ➢ Understand characteristics and basic structure computer system. ➢ Have basic knowledge of processor building blocks. ➢ Get familiar with memory and I/O devices. ➢ Learn Office suite.
6	Credit Value	04(03 Theory & 01 Practical)
7	Total Marks	Max. Marks: 100 Min Passing Marks: 40

PART -B: Content of the Course

Total No. of Teaching–learning - Hours– 45

Unit	Topics (Course contents)	No. of Hours
I	**Basics of Computer:** Characteristics of computers, Basic Organization of a computer system, Computer Generations, Classification of computers, Applications of computer. **Processor Building Blocks:** Control Unit, Arithmetic Logic Unit, Registers, Instruction sets, Processor speed, Types of processors (CISC, RISC, EPIC), working of processor and execution process, Machine cycle.	12
II	**Memory and I/O Devices:** Types of Memory, RAM, Cache, ROM, Flash Memory, CDs, DVDs, Memory Hierarchy. Input Devices: Keyboard, Mouse, Trackball, Touchpad, Pointing Stick and others. Output Devices: Monitors, Printers, Plotters, Speakers, Headphones, and Ear-buds, Data Projectors, Interactive Whiteboards.	11
III	**Ms Windows & Ms Word:** Features of windows, Basic elements of windows desktop, Personalizing Desktop, Screen saver & Themes, Task Bar, working with files & folders. Accessories, Control Panel. Ms Word: Menus, shortcuts, Working with Documents, Text & Paragraph Formatting, Margins, Border & shading, Bullets & Numbering, working with Header & Footers, Find & Replace, Auto Correct, working with tables, Inserting Equation & symbols, Mail Merge.	11
IV	**Ms Excel & Ms PowerPoint:** Spreadsheet and its applications, Menus and toolbars & icons, shortcuts, computing data (Formula), Inserting, Moving & Copying Cells, Sorting, formatting spreadsheets, Splitting and merging cells, Different types of charts. Ms Power Point: Creating new presentation, Slides & different views, setting backgrounds, function of tool bar and menu bar, inserting pictures, movies, tables etc. into the presentation, setting animation and transition effect, adding audio and video, printing handouts.	11

keywords **MS Windows, MS Word, MS Excel, MS PowerPoint**

PART–C (CSSC -1T)

Learning Resources: Text Books, Reference Books and Others

Text Books:
1. Computer science: An overview, Brookshear, J.G., Pearson Education.
2. Fundamentals of Computers, Raja Raman V., Prentice Hall of India, New Delhi.
3. Comdex Computer Course Kit (Windows 7 with office 2010), Gupta Vikas, Dreamtech Publication,
4. Mastering MS Office 2000, Professional Edition by Courter, BPB publication.
5. MS Office 2000 Training Guide by Maria, BPB Publications.
6. MS Office complete by SYBEX

Reference Books:
1. PC Upgrade and repair Black book by Ron Gilster.
2. Fundamentals of computers and information technology, A.Jaiswal, Dreamtech Press.

Online Resources / e-learning resources:
- https://diksha.gov.in/cbse/play/collection/do_3131092154070384641842?contentType=TextBook
- https://ndl.iitkgp.ac.in/
- https://onlinecourses.swayam2.ac.in/cec19_cs06/preview
- https://nptel.ac.in/courses
- https://cec.nic.in/cec/moocsug
- https://www.youtube.com/results?search_query=spoken+tutorial+computer+funcdamental
- https://eskillindia.org/Course/course_detail/upgrade-microsoft-office-it-scale-eng
- https://spoken-tutorial.org/
- http://epathshala.nic.in

PART - D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks:	100 Marks
Continuous Comprehensive Evaluation (CCE):	20 Marks
Semester End Exam (SEE):	80 Marks

Internal Assessment: Continuous Comprehensive Evaluation (CCE)	Class Test : 02 of 10 Marks each Assignment : 01 of 10 Marks	Average of the marks obtained in both test (out of 10) and marks obtained in assignment (out of 10) shall be considered against 20 Marks of Internal assessment
Semester End Exam (SEE):	Paper (Two section – A & B) Section A: Objective and Short answer type questions : 10 + 10 = 20 Marks Section B: Descriptive answer type questions unit wise : 15 x 04 = 60 Marks	