

Government of Karnataka
Department of Technical Education
Board of Technical Examinations, Bengaluru

Course Title: Basic Computer Skills Lab	Course Code: 15MC11P
Mode (L:T:P) : 0:2:4	Credits: 3
Type of Course Tutorials and Practical's	Core/ Elective: Core
CIE- 25 Marks	Total Contact Hours: 78
	SEE- 50 Marks

Prerequisites: Knowledge of Secondary school English comprehensions and Mathematics

Course Objectives: Understand the Basics of Computers and apply the tools like word processor, spread sheet, power point presentation and exposure to internet application.

Course Outcomes: At the end of the course, the students will be able to:

1. Understand the basic organisation of the computer
2. Practice the utilities of an operating system
3. Practice on a) word processor b) spreadsheet c) Power point presentation and d) internet application

Course Outcome		Cognitive Level	Linked with PO	Teaching Hours
CO1	Understand the basic organisation of the computer	U	1,2	06
CO2	Practice the utilities of an operating system	U/A	1,2,3,4	12
CO3	Practice on a) word processor b) spreadsheet c) Power point presentation and d) internet application	U/A	1,2,3,4	60
		Total sessions		78

Legend: R; Remember, U: Understand A: Application

Mapping of Course Outcomes with Program Outcomes

Course	Program Outcomes									
	1	2	3	4	5	6	7	8	9	10
Basic Computer Skills Lab	3	3	3	3	-	-	-	-	-	-

LEVEL 3- HIGHLY ADDRESSED, LEVEL 2-MODERATELY ADDRESSED, LEVEL 1-LOW ADDRESSED.

METHOD IS TO RELATE THE LEVEL OF PO WITH THE NUMBER OF HOURS DEVOTED TO THE COS WHICH ADDRESS THE GIVEN PO.

IF $\geq 40\%$ OF CLASSROOM SESSIONS ADDRESSING A PARTICULAR PO, IT IS CONSIDERED THAT PO IS ADDRESSED AT LEVEL 3

IF 25 TO 40% OF CLASSROOM SESSIONS ADDRESSING A PARTICULAR PO, IT IS CONSIDERED THAT PO IS ADDRESSED AT LEVEL 2

IF 5 TO 25% OF CLASSROOM SESSIONS ADDRESSING A PARTICULAR PO, IT IS CONSIDERED THAT PO IS ADDRESSED AT LEVEL 1

IF $< 5\%$ OF CLASSROOM SESSIONS ADDRESSING A PARTICULAR PO, IT IS CONSIDERED THAT PO IS CONSIDERED NOT-ADDRESSED.

Course Contents

Unit – I

1. Identify and understand the various hardware components of a Computer.

6Hours

Unit – II

1. Study and Practice of Basic DOS Commands.

6Hours

2. Practice creating Icons and Folders, Creating/Opening of file, Editing and saving the document, Copy, Cut and Paste operations, in-built utilities of OS like – Text editors, paint, calculator, etc.

6Hours

Unit –II

Word Processing

1. Create a Business Letter and Personal Letter.
2. Create a Company Letterhead.
3. Create a Simple Newsletter with minimum three columns. Insert a Clip art in the newsletter.
4. Create a Resume for a Job Application.
5. Create the cover page of a Project Report (use Word Art, insert Picture Image).
6. Prepare the class time table for your class.
7. Create an invitation and sent it to all the head of the departments using mail merge

Spreadsheet

1. Create a worksheet with ten columns, each column for Sl. No., Register No., Student Name, and one column for each Course, enter ten student records and find the sum of all columns in rows using sum feature.
2. Create a worksheet containing the pay details of employees (containing Basic pay, DA, HRA, Medical allowance, with Deductions- PF, PT, Insurance) and find Gross and Net salary using formulas.
3. Create a results sheet containing Candidate's Register No., Name, Marks of all subjects, Total Marks, Percentage and Result. Result must be calculated as below:
Distinction if Total Percentage $\geq 70\%$
First Class if Total Percentage $\geq 60\%$ and $< 70\%$
Second Class if Total Percentage $\geq 50\%$ and $< 60\%$
Pass if Total Percentage $\geq 35\%$ and $< 50\%$ provided the candidate has secured at least 35 marks in each Course or Fail otherwise.

4. You have a monthly income of Rs.11000. Your monthly expenditures are Rent- Rs 3500, Food- Rs. 1500, Electricity- Rs.110, Phone- Rs. 160, and Cable TV-Rs. 300. Prepare a worksheet with the Monthly Income, the Monthly Expenditures listed and summed, monthly savings amount (what's left over each month) calculated, and the amount saved per day (assuming 30 days in a month).
5. Create a Simple Bar Chart and Pie Chart to highlight the sales of a company for three different periods, also give different colours and legends

Power Point Presentation and internet applications

1. Using presentation tool, Create a simple Presentation consisting of 4-5 slides about Input and Output Devices.
2. Create a presentation about a book containing Title, Author, Publisher and Contents.
3. Create an automated (with timings, Transmission& animation) Presentation with five slides about different Models of Computers. Use Presentation tool.
4. Practice browsing using search engine.
5. Create E-Mail accounts, Sending, Receiving of E-Mails

60 Hours

References:

1. Computer Fundamentals Concepts, Systems, Application, D.P.Nagapal, Chand Publication, RP-2014, ISBN: 81-219-2388-3
2. <http://www.tutorialsforopenoffice.org/>
3. <http://www.libreoffice.org/get-help/documentation/>
4. [http:// www.kingsoftstore.com/](http://www.kingsoftstore.com/)

Contents linked with CO and PO

Sl No	Contents	CO	PO
1	Identify and understand the various hardware components of a Computer.	1	1,2,3
2	Study and Practice of Basic DOS Commands.	2	1,2,3,4
3	Practice creating Icons and Folders, Creating/Opening of file, Editing and saving the document, Copy, Cut and Paste operations, in-built utilities of OS like – Text editors, paint, calculator, etc.	2	1,2,3,4
4	Create a Business Letter and Personal Letter.	3	1,2,3,4
5	Create a Company Letterhead	3	1,2,3,4
6	Create a Simple Newsletter with minimum three columns. Insert a Clip art in the newsletter.	3	1,2,3,4
7	Create a Resume for a Job Application.	3	1,2,3,4
8	Create the cover page of a Project Report (use Word Art, insert Picture Image).	3	1,2,3,4
9	Prepare the class time table for your class	3	1,2,3,4
10	Create a worksheet with ten columns, each column for Sl. No., Register No., Student Name, and one column for each Course, enter ten student records and find the sum of all columns in rows using sum feature.	3	1,2,3,4
11	Create a worksheet containing the pay details of employees (containing Basic pay, DA, HRA, Medical allowance, with Deductions- PF, PT, Insurance) and find Gross and Net salary using formulas	3	1,2,3,4
12	Create a results sheet containing Candidate's Register No., Name, Marks of all subjects, Total Marks, Percentage and Result. Result must be calculated as below: Distinction if Total Percentage $\geq 70\%$ First Class if Total Percentage $\geq 60\%$ and $< 70\%$ Second Class if Total Percentage $\geq 50\%$ and $< 60\%$ Pass if Total Percentage $\geq 35\%$ and $< 50\%$ provided the candidate has secured at least 35 marks in each Course or Fail otherwise.	3	1,2,3,4
13	You have a monthly income of Rs.11000. Your monthly expenditures are Rent- Rs 3500, Food- Rs. 1500, Electricity- Rs.110, Phone- Rs. 160, and Cable TV-Rs. 300. Prepare a worksheet with the Monthly Income, the Monthly Expenditures listed and summed, monthly savings amount (what's left over each month) calculated, and the amount saved per day (assuming 30 days in a month).	3	1,2,3,4
14	Create a Simple Bar Chart and Pie Chart to highlight the sales of a company for three different periods, also give different colours and legends	3	1,2,3,4
15	Using presentation tool, Create a simple Presentation consisting of 4-5 slides about Input and Output Devices	3	1,2,3,4
16	Create a presentation about a book containing Title, Author, Publisher and Contents.	3	1,2,3,4
17	Create an automated (with timings, Transmission& animation) Presentation with five slides about different Models of Computers. Use Presentation tool.	3	1,2,3,4
18	Practice browsing using search engine.	3	1,2,3,4
19	Create E-Mail accounts, Sending, Receiving of E-Mails	3	1,2,3,4

Student Activity

Activity No	Description of the Activity
1	Perform a task on Word Processing/ Spread sheet / Power Point Presentation/ internet applications not mentioned in the curriculum

Note:

1. Each student should do any one of the above activity or any other similar activity related to the course COs and get it approved from concerned Teacher and HOD.
2. No student should have activity repeated or similar
3. Teacher should ensure activities by student must cover all COs
4. Teacher should assess every student by using suitable **Rubrics** approved by HOD

Rubrics

Dimension	Exemplary	Accomplished	Developing	Beginning	Roll No. of the Student				
	4	3	2	1	1	2	3	4	5
Organization	Information presented in logical, interesting sequence	Information in logical sequence	Difficult to follow presentation-- student jumps around	Cannot understand presentation-- no sequence of information	Ex: 2				
Subject Knowledge	Demonstrates full knowledge by answering all class questions with explanations and elaborations	At ease with expected answers to questions but does not elaborate	Uncomfortable with information and is able to answer only rudimentary questions	Does not have a grasp of the information. Cannot answer questions about subject	4				
Graphics	Explain and reinforce screen text and presentation	Relate to text and presentation	Occasionally uses graphics that rarely support text and presentation	Uses superfluous graphics or no graphics	3				
Oral Presentation	Maintains eye contact and pronounces all terms precisely. All audience members can hear	Maintains eye contact most of the time and pronounces most words correctly. Most audience members can hear presentation	Occasionally uses eye contact, mostly reading presentation, and incorrectly pronounces terms. Audience members have difficulty hearing	Reads with no eye contact and incorrectly pronounces terms. Speaks too quietly	5				
Total Score=(2+4+3+5)/4=14/4=3.5=4									

Course Assessment Pattern

Particulars			Max Marks	Evidence	Course Outcomes
Direct Assessment	CIE	Two test (Average of Two tests)	10	Blue books	1,2 & 3
		Practical record	10	Practical record	1,2 & 3
		Student Activity	05	Student Activity Sheets	1,2 & 3
	SEE	End of the course	50	Answer scripts at BTE	1,2 & 3
Indirect Assessment	Student Feedback on course	Middle of the course		Feedback forms	1,2 & 3
		End of the course		Feedback forms	1,2 & 3

***CIE** – Continuous Internal Evaluation

***SEE** – Semester End Examination

Note:

1. I.A. test shall be conducted as per SEE scheme of valuation. However obtained marks shall be reduced to 10 marks. Average marks of two tests shall be rounded off to the next higher digit.
2. Rubrics to be devised appropriately by the concerned faculty to assess Student activities.

Scheme of valuation for SEE

Sl No	Particulars	Max. Marks
2	Writing one exercise on word processing or power point	05
3	Writing one exercise on excel	05
4	Execution of exercise on word processing or power point	10
5	Execution of exercise on excel	20
6	Viva	10
Total		50

Requirements for Basic Computer Skills Lab
(For an Intake of 60 Students [3 Batches])

Hardware requirement

Sl. No.	Equipment	Quantity
1	PC systems (latest configurations with speakers)	20
2	Laser Printers	04
3	Networking (Structured) with cat 6e / wireless 24 Port switches / Wireless Router I/O Boxes for networking(as required)	03
4	Broad Band Connection	01

Software requirement: Any open source software or equivalent proprietary software's

Note: Students: Computers ratio should be strictly 1:1 for a batch of 20 Students.

Model Question Bank

Questions on Word processing

1. Using Word Processor Application create a Business Letter.
2. Using Word Processor Application create a Personal Letter.
3. Using Word Processor Application create a letter head for company.
4. Using Word Processor Application create a Simple Newsletter with minimum of three columns. Insert a Clip art in the newsletter.
5. Using Word Processor Application create a Resume for a Job application.
6. Using Word Processor Application create the cover page of a Project Report (use Word Art, insert Picture Image).
7. Prepare the class time table for your class using Word Processor Application.
8. Create an invitation and sent it to all the head of the departments using mail merge

Questions on Excel

1. Create a worksheet with ten columns, each column for Sl. No., Register No., Student Name, and one column for each Course, enter ten student records and find the sum of all columns in rows using sum feature
2. Create a results sheet containing Candidate's Register No., Name, Marks of all subjects, Total Marks, Percentage and Result. Result must be calculated as below:
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4. Using Spreadsheet Application, create a worksheet containing the pay details(containing Basic pay, DA, HRA ,Other Allowance , Deductions- PF,PT, Insurance, Gross and Net salary) of the employees using formulas.
5. Using Spreadsheet Application, create a Simple Bar Chart to highlight the sales of a company for three different periods.

Questions on Power point

1. Using presentation tool, Create a simple Presentation consisting of 4-5 slides about Input and Output Devices.
 2. Create a presentation about a book containing Title, Author, Publisher and Contents.
 3. Create an automated (with timings & animation) Presentation with five slides about different Models of Computers. Use Presentation tool.
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