

Title of Course						Computer Application	
Nodal Department of HEI To run course							
Board area/ sector							
Sub Sector-						E.S. I.T. Sect I.T. & C.S.	
Nature of course- Independent/ Progressive						Progressive	
Name of suggestive sector Skill Council						Vocational Course (U.G.C.)	
Expected fees of the course- Fee/Paid						N/A	
Stipend to Student expected from industry						2000 ₹	
Number of Seats..... 60							
Course Code.....						Credits- 03(1 Theory, 2 Practical)	
Max Marks.....100....Minimum Marks....48							
Name of proposed skill Partner(Please specify, Name of industry, company etc for Practical/ training/ internship/OJT						Hardware & Software Companies M.O.U. (Signed)	
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)						Computer operator - Post in office section of some company (Mou. Signed)	
Syllabus							
Unit	Topics	General/Skill component	Theory/Practical/OJT/Internship/training	No of theory hours(Total- 15 Hours+= 1 credit)	No of skill Hours (Total-60 Hours=2 credits)		
I			Syllabus Encl.				
II							
III							
IV							
V							
VI							

Format for syllabus Development of skill Development Course

Suggested Readings:

Encl. Syll.

Suggested Digital platforms/web links for reading-

Google & other Edu. sites.

Suggested OJT/ Internship? Training/ Skill partner

Sudhi & Shree Computers, Etamul

Suggested Continuous Evolution Methods:

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Course Pre-requisites:

- No pre-requisite required, open to all
- To study this course, a student must have the subject..... In class/12th/ certificate/ diploma
- If progressive, to study this course a student must have passed previous courses of this series.

Suggested equivalent online courses:

Any remarks/suggestions:

Notes:

- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3(it can be more credits, but students will get only 3 credit/ semester or 6 credits/ Year
- Credits for Theory =01 (Teaching Hours =15)
- Credits for Internship/OJT/Training/Practical=02(Training Hours=60)

Detailed Syllabus

Computer Appreciation

Characteristics of Computers, Input, Output, Storage units, CPU, Computer System, Binary number system, Binary to Decimal Conversion, Decimal to Binary
Computer Organization

Central Processing Unit - Processor Speed, Cache, Memory, RAM, ROM, Booting, Memory- Secondary Storage Devices: Floppy and Hard Disks, Optical Disks CD-ROM, DVD, Mass Storage Devices: USB thumb drive. Managing disk Partitions, File System Input Devices - Keyboard, Mouse, joystick, Scanner, web cam, Output Devices- Monitors, Printers - Dot matrix, inkjet, laser, Multimedia- What is Multimedia, Text, Graphics, Animation, Audio, Images, Video; Multimedia Application in Education, Entertainment, Marketing. Names of common multimedia file formats, Computer Software- Relationship between Hardware and Software; System Software, Application Software, Compiler, names of some high level languages, free domain software.

Operating System

Microsoft Windows- An overview of different versions of Windows, Basic Windows elements, File management through Windows. Using essential accessories: System tools - Disk cleanup, Disk defragmenter, Entertainment, Games, Calculator, Imaging - Fax, Notepad, Paint, WordPad. Command Prompt- Directory navigation, path setting, creating and using batch files. Drives, files, directories, directory structure. Application Management: Installing, uninstalling, Running applications. Linux- An overview of Linux, Basic Linux elements: System Features, Software Features, File Structure, File handling in Linux: H/W, S/W requirements, Preliminary steps before installation, specifics on Hard drive repartitioning and booting a Linux system.

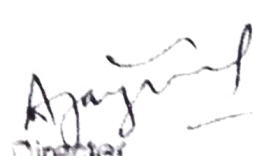
Word Processing

Word processing concepts: saving, closing, Opening an existing document, Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout.

Editing and Profiling Tools: Checking and correcting spellings. Handling Graphics, Creating Tables and Charts, Document Templates and Wizards.

Spreadsheet Package

Spreadsheet Concepts, Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell / formula Copying and Moving from selected cells, handling operators in Formulae, Functions: Mathematical, Logical, statistical, text, financial, Date and Time functions,


Director

Dr. Rishi Bhatnagar
Principal, St. Xavier's College, Palayamkottai

Using Function Wizard.

Formatting a Worksheet: Formatting Cells – changing data alignment, changing date, number, character or currency format, changing font, adding borders and colors, Printing worksheets, Charts and Graphs – Creating, Previewing, Modifying Charts.

Integrating word processor, spread sheets, web pages.

Presentation Package

Creating, Opening and Saving Presentations, Creating the Look of Your Presentation, Working in Different Views, Working with Slides, Adding and Formatting Text, Formatting Paragraphs, Checking Spelling and Correcting Typing Mistakes, Making Notes Pages and Handouts, Drawing and Working with Objects, Adding Clip Art and other pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations.

Data Base Operations

Data Manipulation-Concept: Database, Relational Database, Integrity. **Operations:** Creating, dropping, manipulating table structure. **Manipulation of Data:** Query, Data Entry Form, Reports.

Information Technology and Society

Indian IT Act, Intellectual Property Rights – issues. Application of information Technology in Railways, Airlines, Banking, Insurance, Inventory Control, Financial systems, Hotel management, Education, Video games, Telephone exchanges, Mobile phones, Information kiosks, special effects in Movies.

Practical

Recommnded books

P.K. Sinha and P. Sinha, "Foundations of Computing", BPB Publication, 2008.
Sagman S, "MS Office for Windows XP", Pearson Education, 2007.
ITL Educational Society, "Introduction to IT", Pearson Education, 2009.
Miller M, "Absolute Beginners Guide to Computer Basics", Pearson Education, 2009.