

<b>Course Code: VOC166</b>		<b>Course Title: Computer Applications</b>	
Course outcomes:			
Understand the basic components and functions of computers and operating systems.			
Create and format professional documents using word processing tools.			
Prepare and analyze data using spreadsheets and develop presentations.			
Explain the basics of database systems and computer networking in business contexts.			
Credits: 3		Skill Enhancement course (SEC)	
Max. Marks: 25+75		Min. Passing Marks:	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-3 T-0 P-0			
Unit	Topics		No.of Lectures Total=45
I	Introduction to computers and their applications in business, Components of a computer system: Input, Output, Memory, CPU, Storage, Generations and types of computers, Operating systems: Concepts of Disk OS, Windows, GUI, Basic file handling, system software, and utilities		12
II	Word Processing Tools: Creating, saving, and formatting documents, Paragraph settings, headers, footers, tables, and images, Templates for business letters, memos, and reports, Mail Merge: Concept and practical use with Excel data, Proofing tools: Spell check, grammar, track changes.		10
III	Excel Basics: Creating spreadsheets, formatting cells, Formulas and basic functions: SUM, AVERAGE, IF, etc. Charts, sorting, filtering, and printing. PowerPoint Basics: Creating slides, using themes, Inserting media, animations, and slideshow settings.		12
IV	Introduction to DBMS: Concepts and importance, Data hierarchy: field, record, file, database. File types: Master and transaction files. Database structure basics. Fundamentals of computer networks: LAN, WAN. Online vs. offline data processing and real-time sharing.		11
Suggested Readings:			
1. P. K. Sinha & P.Sinha, Computer Fundamentals, BPB Publication			
2. V. Rajaraman, Computer Fundamentals, PHI			
3. Tannenbaum, Computer Applications and Networks			
4. 'O' Brien, Management Information Systems			

**Suggested Continuous Evaluation Methods:**

In addition to the theoretical inputs the course will be delivered through Assignments, Presentation, Group Discussions. This will instill in student a sense of decision making and practical learning.

**Suggested equivalent online courses:**

.....

**Further Suggestions:**

.....