Gyanmanjari
Innovative University

Subject: Basics of Computer - DDEXX11101

Type of course: Multidisciplinary

Prerequisite: Basic knowledge of Computer.

Rationale: This course covers basic knowledge of computer. This subject covers designing, word processing , spreadsheet and presentation which is basic need of any program.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks						Total Marks
				SEE		CCE				
CI	T	P	C	Theory	Practical	MSE	LWA	ALA		
2	0	4	4	75	25	30	20	50		200

Legends: CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; SEE - Semester End Evaluation; MSE- Mid Semester Examination; LWA - Lab Work Assessment; V – Viva voce; CCE- Continuous and Comprehensive Evaluation; ALA- Active Learning Activities

3 Credits * 25 Marks = 75 Marks (each credit carries 25 Marks) Theory
1 Credits * 25 Marks = 25 Marks (each credit carries 25 Marks) Practical
SEE 100 Marks will be converted in to 50 Marks
CCE 100 Marks will be converted in to 50 Marks
It is compulsory to pass in each individual component.

Course Content:

Sr. no.	Course content	Hrs	% Weightage
1	**Unit-1 – Paint** 1.1 Introduction of Paint; Objectives 1.2 Introduction of tools 1.3 Use of tools 1.4 Summary	6	**25%**

2	**Unit-2 – Understanding Word Processing** 2.1 Introduction 2.2 Opening Word Processing Package 2.3 Menu Bar 2.4 Using The Icons Below Menu Bar 2.5 Text Creation and manipulation 2.6 Table Manipulation 2.7. Resume building and news paper add	8	**25%**
3	**Unit-3 – Using Spread Sheet** 3.1 Basics of Spreadsheet; Objectives 3.2 Elements of Electronic Spread Sheet 3.3 Manipulation of Cells 3.4 Formulas and Function	8	**25%**
4	**Unit-4 PRESENTATION** 4.1 Introduction 4.2 Creation of Presentation 4.3 Presentation of Slides 4.4 Slide Show 4.5 Summary	8	**25%**

Continuous Assessment:

Sr. No.	Active Learning Activities	Marks
1	**Resume building :** As per the instructions of faculty, students have to prepare Resume. Upload resume on GMIU Web Portal.	10
2	**Spread Sheet :** Assume that you are planning to open Boutique. Do some analysis as per instruction of subject faculty and prepare on spread sheet with different functions and formulas of spread sheet. Upload spread sheet on GMIU web portal	10
3	**Make presentation –** Students have to prepare presentation on one designer. Faculty will guide and instruct about what you need to add in your presentation (such as their life ,journey, achievement etc. Upload presentation on GMIU web portal	10

4	**Report Making :** Faculty will provide guideline to prepare Report (such as Report on Industrial visit / Field Visit, / Tie dye processor/ any other) Students have to prepare report as per the given guideline and upload it on GMIU Web portal.	10
5	Attendance	10
	Total	50

Suggested Specification table with Marks (Theory): 75

Distribution of Theory Marks (Revised Bloom's Taxonomy)						
Level	Remembrance(R)	Understanding(U)	Application(A)	Analyze (N)	Evaluate (E)	Create (C)
Weightage	40%	40%	10%	10%	00%	00

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcome:

	After learning the course, the students should be able to:
CO1	Understand basic knowledge of Paint and Use of every Tool and menu
CO2	Prepare word documents such resume, reports etc. using menu Bar, tool bar, table manipulation.
CO3	Create Spread Sheet for any data analysis using different formulas and functions of spread sheet.
CO4	Make effective presentation by adding various animation and chart.

Suggested List of Practical

Sr. No	Description	Unit No	Hrs.
1	Create a paint document and do shading in paint using pixel	1	4
2	Create nature drawing using different types of brushes, size of brushes , pixel and make different shades	1	2

3	Draw a garment and make a design using different shapes , brushes and pixel	1	2
4	Make a logo design in paint.	1	2
5	Create a word document to write a paragraph and set margin 0.5 in top and left side.	2	2
6	Create a word document to find and replace the character and also set a style like font color, background color, font style (bold, italic, underline).	2	2
7	Create a word document to show a table contains student roll-no, name and city, marks.	2	2
8	Create a word document to set header and footer and also add WordArt.	2	4
9	Create a word document to write article and show same as newspaper advertisement.	2	2
10	Create a spreadsheet document to set a table properties like insert, split, delete row and column.	3	2
11	Create a spreadsheet document to sorting a table data	3	2
12	Create a spreadsheet document to set formatting text, row, and column(color, background color, font style, font family etc.)	3	4
13	Create a spreadsheet document to calculate all arithmetic operation like addition, subtraction, multiplication, division.	3	2
14	Create a spreadsheet document to apply border, gridlines and shading to the table, Warp Text, Orientation and merge cells.	3	2
15	Create a student mark sheet contain student roll no, name, address, phone number, subject marks, total, percentage with formatting.	3	4
16	Perform Text function: CHAR, CONCATENATE, FIND, LEFT, LEN, LOWER, REPLACE, RIGHT,SEARCH, TRIM, UPPER.	3	4

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17	Create an employee salary slip contain name, emp-code, department, salary calculation using TA, DA, HRA, Gross Salary and Final salary.	3	4
18	Introduction to Open office calc files, Workbooks, Worksheets, Columns and Rows.	4	4
19	Creating new slide using fonts, tables, Layouts, themes, effects, background and colors.	4	2
20	Prepare Power point presentation a set different animation in slide.	4	2
21	Creating new slide using text, clipart, image, shape.	4	2
22	Creating new slide using drawing tools, applying shape or picture styles, applying borders, fill, effects, clip art collection.	4	2
23	Creating new slide using transition effects and timings.	4	2
		Total	60

Instructional Methods

The course delivery method will depend upon the requirement of content and need of students. The teacher in addition to conventional teaching method by black board, may also use any of tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

From the content 10% topics are suggested for flipped mode instruction.

Students will use supplementary resources such as online videos, NPTEL/SWAYAM videos, e-courses, Virtual Laboratory

The internal evaluation will be done on the basis of Active Learning Assignment

Practical/Viva examination will be conducted at the end of semester for evaluation of performance of students in laboratory.

Reference Books:

[1] MS-Office for Dummies, Wallace Wang, Wiley India,New Delhi.

[2] Openoffice.org 2 Guide book, Solveig Haugland, Solveig Haugland

[3] A Conceptual Guide to OpenOffice.org 3, R. Gabriel Gurley, Create space Independent Pub