

**Diploma & PG**  
**Diploma Courses**

**THE GANDHIGRAM RURAL INSTITUTE**

**(Deemed to be University)**

**DEPARTMENT OF COMPUTER SCIENCE AND APPLICATIONS**

**COMPUTER COURSES FOR ALL OTHER DIPLOMA/PG DIPLOMA COURSES**

Course Code	Subject	Department	Semester	Credits	Hours		Theory		Practical		Total
					T	P	CFA	ESE	CFA	ESE	
18CSAD02A1	Computer Fundamentals & Office Automation	DTT	II	3+1	3	2	24	36	24	16	100
18CSAD02A1	Computer Fundamentals & Office Automation	PG-Dip (PDCH)	II	3+1	3	2	24	36	24	16	100

COMPUTER FUNDAMENTALS AND OFFICE AUTOMATION											
Course Code	Department	Semester	Credits	Hours		Theory		Practical		Total	
				T	P	CFA	ESE	CFA	ESE		
18CSAD02A1	DTT	II	3+1	3	2	24	36	24	16	100	
18CSAD02A1	PG-Dip (PDCH)	II	3+1	3	2	24	36	24	16	100	
<b>Cognitive Level</b>	<b>K-1</b> Recall the basic definitions and terminologies of computer. <b>K-2</b> Summarize the knowledge on software and hardware. <b>K-3</b> Prepare documents using office automation packages.										
<b>Course Objectives</b>	<b>The Course aims to</b> <ul style="list-style-type: none"> <li>• Introduce the concepts of computer basics and terminologies.</li> <li>• Identify hardware, software and operating system needs for personal computer.</li> <li>• Provide an in-depth training with of office automation packages.</li> </ul>										

UNIT	CONTENT	No. of Hours
I	<b>Computer concepts</b>	11
	<ul style="list-style-type: none"> <li>• Definition of a computer –Origin of Computer- Characteristics</li> <li>• Computer terminologies</li> <li>• Anatomy of a computer - generations of computers</li> <li>• Types of computers- types of operating system</li> <li>• Types of programming languages</li> <li>• Assembler - translator</li> <li>• Compiler – cross compiler</li> <li>• Discussion on recent trends and technology</li> </ul>	
II	<b>Hardware devices</b>	8
	<ul style="list-style-type: none"> <li>• Input devices –Keyboard-mouse-pointing devices</li> <li>• Output devices - printers- plotters- monitors</li> <li>• Storage devices - Floppy – Compact disk – external Hard disk – Pen drives – Flash Drive</li> <li>• Source data entry devices – Digital camera – Scanners – Voice Recognition System – fax machine - microphone</li> <li>• Surprise test/ slip test</li> </ul>	
III	<b>MS-Word</b>	8
	<ul style="list-style-type: none"> <li>• MS-Word: Introduction - features</li> <li>• Document creation - Document editing: cursor movements</li> <li>• Selecting text - copying text - moving text</li> <li>• Finding and replacing text - Spelling and Grammar</li> <li>• Page setup - Table creation.</li> <li>• Mail Merge</li> <li>• Test on MS word shortcut keys</li> </ul>	
	Lab Exercises: Preparation of Bio Data , Agenda, Minutes, Circular Letters, Letters to Various Sectors, Mail Merge, Designing a News Paper	
IV	<b>MS-Excel</b>	7
	<ul style="list-style-type: none"> <li>• MS-Excel : Introduction - Advantages &amp; applications -</li> <li>• Organization of workbook - Editing a worksheet -</li> <li>• Range - Formatting worksheet -</li> <li>• Chart: creation - changing type - Print options</li> <li>• Built-in functions.</li> <li>• Test on Excel Functions</li> </ul>	
	Lab Exercises: Preparation of Payrolls, Invoice, Stock Maintenance, Charts for Business Analysis, Use of Financial Functions.	
V	<b>MS-Power Point</b>	8
	<ul style="list-style-type: none"> <li>• MS-Power Point: Introduction - features –</li> <li>• Creating presentation - viewing - saving and close presentation</li> <li>• Changing Layout - Changing Designs - Slide transition</li> <li>• Adding animation effects</li> <li>• Inserting table, charts, pictures, clipart in presentation.</li> <li>• Checking the creativity of Students</li> </ul>	
	Lab Exercises: Preparation of The Advertisement, Animation, Transition Effects, Display Board, Audio & Video Presentation	
<b>Total Contact Hours</b>		<b>42</b>

**References:**

1. Fundamentals of Information Technology, S.K.Bansal, A.P.H. Publishing company, New Delhi, 2002.
2. 2007 Microsoft Office System step by step, Joyce Cox, Joan Preppernau, Steve Lambert and Curtis Frye, 2007.

**Course  
Outcomes****On completion of the course, students should be able to**

- CO1:** Recall the fundamental concept of computer with present level of knowledge of the students.
- CO2:** Recognize the purpose of operating systems, programming languages and basic peripheral devices.
- CO3:** Create document in MS-Word.
- CO4:** Perform the statistical calculations and draw chart using MS-Excel.
- CO5:** Design presentation using MS-PowerPoint.

