

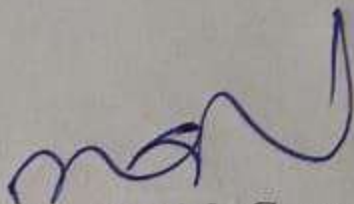
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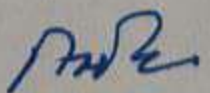
Department of Computer Science

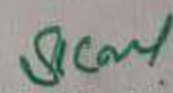
Certificate Course in Computer Education

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|---|------------------------|---|
| 1 | Name of Course | Certificate Course in Computer Education(Level 1) |
| 2 | Department | Computer Science |
| 3 | Duration | 01 year |
| 4 | Eligibility | 10+2 |
| 5 | Session | 2021-22 |
| 6 | Language | English/Hindi |
| 7 | Aims/Objectives | <ul style="list-style-type: none">• To use basic word processing applications.• To understand and use presentation softwares• Student will understand Internet, its Applications & their use. |

All the students of B.A./B.Sc. 1st year are informed that their regular classes of above mentioned course will be held as per schedule given in the Time-Table.


Dr. Matish Garg
Coordinator


Dr. Anil Narula
HOD


Dr. S. K. Goyal
Principal

Level-I (Certificate Course in Computer Education)

Theory Paper: Basic Computer Education

Maximum Marks: 100

Time: 3 Hours

Computer: Definition, Characteristics of Computers, Basic Applications of Computer, Generations of computers.

Components of Computer System: Central Processing Unit (CPU), input/output Devices, computer Memory: primary and secondary memory, magnetic and optical storage devices, Concepts of Hardware and Software.

Data processing: concepts of data processing, Definition of Information and data, Basic data types, Storage of data/Information as files, Representation of data/Information.

Operating system-MS-Windows

Operating system-Definition & functions, basics of Windows. Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, exploring computer, managing files and folders, copying and moving files and folders.

Control panel - display properties, adding and removing software and hardware, setting date and time, screensaver and appearance.

Using windows accessories.

Word Processing-MS Word

Word Processing Basic: An Introduction to Word Processing and MS-Word, Working with documents, using tables, pictures, and charts, using mail merge and sending a letter to a group of people, creating form letters and labels, collaborating with workgroups, modifying a report, macros.

Presentation software-MS Power Point

Creating and enhancing a presentation, creating and publishing a web presentation, modifying a presentation, working with visual elements, delivering a presentation and designing a template.

Computer communication

Basic of Computer networks: LAN, WAN, MAN.

Internet: Introduction to internet and its application/services.

Service on Internet: WWW and web-sites, Electronic mails, Communication on Internet.

Web Browsers: Internet Explorer, Netscape Communicator.

Surfing the Internet: Giving the URL address, Search, Moving Around in a web-site, Printing or saving portion of web pages, down loading

Email: Basic of electronic mail, Creating Email id, Mailbox: Inbox and outbox.

Using Emails: Viewing an email, Sending an Email, Saving mails, Sending same mail to various users, Document handling: Sending soft copy as attachment, Enclosures to email, sending a Portion of document as email

Practical: Software Lab – I

Maximum Marks: 100

Time: 3 Hours

Windows

1. Create a new folder and do the following:
 1. Make a word document in it.
 2. Make an Excel document in it.
 3. Make a new folder in it
 4. Rename the initial folder
 5. Move the initial folder
 6. Copy the initial folder.
 7. Delete the initial folder
2. Implement the various well known features of Windows operating system such as Notepad, WordPad, Paint, System tools, Entertainment etc. enclosed in Start→Programs→Accessories.
3. Implement various display properties by right clicking on the Windows Desktop.
4. Explore the taskbar of Windows.
5. Set the wall paper and screen saver.
6. Set the date/time.

MS-Word

1. Create a document and
 - a. Put Bullets and Numbers
 - b. Apply various Font parameters.
 - c. Apply Left, Right, and Centre alignments.
 - d. Apply hyperlinks
 - e. Insert pictures
 - f. Insert ClipArt
 - g. Show the use of WordArt
 - h. Add Borders and Shading
 - i. Show the use of Find and Replace.
 - j. Apply header/footers
2. Create any document and show the use of File→versions.
3. Create any document and show the difference between paste and paste special.
4. Create a document to show the use of Washout/Watermark.
5. Implement the concept of mail merge.
6. Implement the concept of macros.
7. Implement the concept of importing a file/document.
8. Implement the concept of merging the documents.
9. Create a student table and do the following:
 - a. Insert new row and fill data
 - b. Delete any existing row
 - c. Resize rows and columns
 - d. Apply border and shading
 - e. Apply merging/splitting of cells
 - f. Apply sort
 - g. Apply various arithmetic and logical formulas.
10. Create your resume using General Templates.

Presentation software- MS-PowerPoint

1. Make a presentation of College Education System using
 - a. Blank Presentation
 - b. From Design Template
 - c. From Auto Content Wizard
2. Make a presentation on "Wild Life" and apply the following:
 - a. Add audio and video effects
 - b. Apply various Color Schemes
 - c. Apply various animation schemes.
 - d. Apply Slide Show

Computer communication related practical

1. Connect the Internet; open any website of your choice and save the WebPages.
2. Search any topic related to your syllabi using any search engine and download the relevant material.
3. Send any greeting card to your friend.
4. Create your E-Mail ID on any free E-Mail Server.
5. Login through your E-Mail ID and do the following:
 - a. Read your mail
 - b. Compose a new Mail
 - c. Send the Mail to one person
 - d. Send the same Mail to various persons
 - e. Forward the Mail
 - f. Delete the Mail
 - g. Send file as attachment
6. Surf Internet using Google to find information about your state
7. Surf Internet using Google to find Tourism information about your state
8. Surf Internet using Yahoo to find Hotels around your state
9. Surf Internet using Google to find information about educational institutes for teaching M.S in comp science in India
10. Surf Internet using Google to find information about Indian Cricket team