

**Myanglung Campus Terhathum**  
**Non-credit Courses**

**Basics of Computer**

**Approved by**

**IQAC Myanglung Campus  
Terhathum  
2081**

**MYANGLUNG CAMPUS TERHATHUM**  
**Non-credit Courses**  
**Basics of Computer**

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**Name of the course:** Basics of Computer (A non-credit course)

**Nature of the course:** Theory + Practical

**Distribution of the course:** Theory: 40 Points & Practical: 60 Points

**Teaching hours: 50 hrs.**

**Course Description**

This course principally links the academic knowledge with the practical application through technological skills. Considering that students need to be introduced with the basic knowledge and skill of computer and enable to use them at their practical life, this course has been offered. The focus of the course is practical with little focus on the theory.

**Objectives of the Course**

This course has been developed for attaining the following objectives:

- 1.To introduce fundamental hardware and software devices of the computers.
- 2.To add computer skills to the graduates of the campus so as to make them fit in the technological world context.
- 3.To link the academic course with the technological skills

**Unit I: Fundamentals of Computer: 5 hrs**

- 1.1. Introduction
- 1.2. Input/Output & Processing (CPU)
- 1.3. Memory Device
- 1.4. Types of computers
- 1.5. Characteristics of Computer
- 1.6. History & Generation
- 1.7. Applications of Computer

1.8. Introduction to Motherboard Components: CPU (Processor), RAM (Memory), Hard Drive Connections, ROM Drives, Video Cards, Sound Cards.

## **Unit II: Windows Overview: 5 hrs**

- 2.1 WordPad
- 2.2 Some Basic Terminology & Typing Skills
- 2.3 Desktop Settings & Control Panel
- 2.4 Ms. DOS
- 2.5 Ms. Paint
- 2.6 Accessories & Multimedia

## **Unit III: Word processor: 5 hrs**

- 3.1 Introduction
- 3.2 Objectives
- 3.3 Word Processing Basics
  - 3.3.1 Opening Word Processing Package
  - 3.3.2 Menu Bar
  - 3.3.3 Using the Help
  - 3.3.4 Using the Icons below Menu Bar
- 3.4. Opening and closing Documents
  - 3.4.1 Opening Documents
  - 3.4.2 Save and Save as
  - 3.4.3 Page Setup
  - 3.4.4 Print Preview
  - 3.4.5 Printing of Documents
- 3.5 Text Creation and manipulation**
  - 3.5.1 Document Creation
  - 3.5.2 Editing Text
  - 3.5.3 Text Selection
  - 3.5.4 Cut, Copy and Paste
  - 3.5.5 Spell check
  - 3.5.6 Thesaurus
- 3.6 Formatting the Text
  - 3.6.1 Font and Size selection
  - 3.6.2 Alignment of Text
  - 3.6.3 Paragraph Indenting
  - 3.6.4 Bullets and Numbering
  - 3.6.5 Changing case
- 3.7 Table Manipulation
  - 3.7.1 Draw Table
  - 3.7.2 Changing cell width and height
  - 3.7.3 Alignment of Text in cell
  - 3.7.4 Delete/Insertion of row and column
  - 3.7.5 Border and shading

## **Unit IV: Spreadsheet: 5 hrs**

4.1 Introduction

4.2 Objectives

4.3 Elements of Electronic Spread Sheet

4.3.1 Opening of Spread Sheet

4.3.2 Addressing of Cells

4.3.3 Printing of Spread Sheet

4.3.4 Saving Workbooks

4.4 Manipulation of Cells

4.4.1 Entering Text, Numbers and Dates

4.4.2 Creating Text, Number and Date Series

4.4.3 Editing Worksheet Data

4.4.4 Inserting and Deleting Rows, Column

4.4.5 Changing Cell Height and Width

4.5 Formulas and function

4.5.1 Using Formulas

4.5.2 Function

## **Unit V: Presentation: 10 hrs**

5.1 Introduction

5.2 Objectives

5.3 Basics

5.3.1 Using PowerPoint

5.3.2 Opening A PowerPoint Presentation

5.3.3 Saving A Presentation

5.4 Creation of Presentation

5.4.1 Creating a Presentation Using a Template

5.4.2 Creating a Blank Presentation

5.4.3 Entering and Editing Text

5.4.4 Inserting and Deleting Slides in a Presentation

5.5 Preparation of Slides

5.5.1 Inserting Word Table or An Excel Worksheet

5.5.2 Adding Clip Art Pictures

5.5.3 Inserting Other Objects

5.5.4 Resizing and Scaling an Object

5.6 Presentation of Slides

5.6.1 Viewing A Presentation

5.6.2 Choosing a Set Up for Presentation

5.6.3 Printing Slides and Handouts

5.7 Slide Show

5.7.1 Running a Slide Show

5.7.2 Transition and Slide Timings

5.7.3 Automating a Slide Show

## **Unit VI: Email creation and use- 5 hrs**

6.1 Introduction

6.2 Objectives

6.3 Basics of E-mail

6.4 Using E-mails

6.4.1 Opening Email account

6.4.2 Mailbox: Inbox and Outbox

6.4.3 Creating and Sending a new E-mail

6.4.4 Replying to an E-mail message

6.4.5 Forwarding an E-mail message

6.4.6 Sorting and Searching emails

## **Unit VII: Internet, WWW and web browsers: 5**

7.1 Introduction

7.2 Objectives

7.3 Internet

7.4 World Wide Web (WWW)

7.5 Web Browsing Software's

7.5.1 Popular Web Browsing software's

7.6 Search Engines

7.6.1 Popular Search Engines / Search for content

7.6.2 Accessing Web Browser

7.6.3 Using Favorites Folder

7.6.4 Downloading Web Pages

7.6.5 Printing Web Pages

7.7 Understanding URL

7.8 Surfing the web

## **Unit VIII: Miscellaneousm - 10**

9.1 PDF

9.1.1 Creating PDF files

9.1.2 Converting word files to pdf.

9.1.3 Plagiarism and avoidance of plagiarism

9.2 Formatting and partition hard disk.

9.3 Making a Bootable USB stick

9.4 Installing Windows

9.4.1 Walkthrough installing Windows 10, Windows 7/8

9.4.2 Imaging: create a Windows system Image

9.4.3 How to Backup/Restore your Windows partition with bootable image disk

9.5 Basic photo editing software

9.6 Basic Audio/Video editing

9.7 Teaching tools basics: Google classroom and Smart board

9.8 Introduction to Education apps

9.9 Introduction to Science apps

9.10 Introduction to Business apps

**[Each unit includes Practical Work and Assignment]**

## **Evaluation System**

Written Examination – 40 (Theoretical) Internal

Assignments and Project works - 50 (Practical) External+ Internal

Attendance ...10 (Internal)

(No certificate is awarded to the students who score below 50 marks in aggregated form)

### **Grade system:**

50-60 B

61-80 A

81-100 A+

The campus will award Non-credit course certificate along with the graduation certificate.

Campus Chief