FIRST SEMESTER

Course Title: Basics of Computer Skills	Course Code: **15LB16P**
Type of course: **Practice**	Total Contact Hours: **78**
CIE: 25 Marks	SEE – 50 Marks

COURSE OBJECTIVES:

1. Know the concept of Hard ware and Soft ware
2. Learn basic skills in Computer Operating systems like windows.
3. Learn Word and its application
4. Understand Spread sheet and apply for Library activity
5. Presentation in Power point

UNIT NOS.	CONTENTS	NO. OF HRS
1.	CONCEPT OF HARDWARE AND SOFTWARE	10
2.	WINDOWS	15
3.	WORD	18
4.	SPREAD SHEET AND CHARTS	20
5.	POWER POINT PRESENTATION	15

DETAILS OF CONTENT

UNIT 1
CONCEPT OF HARDWARE AND SOFTWARE10

Identify the models of computers – Desk top, Lap top, Palm top,
Tablet, Personal Digital Assistant (PDA) Cicret Bracelet.
Identify and know Front panel switches and Back panel
connectors of Computer system. Identify and know the Physical Components
of Computers – Mother board/System board, processor chip, memory,
HDD,FDD,CDD (R/W), SMPS, Ports (Serial, Parallel, USB), BGA/LSVGA/AGP.
Input Devices: Keyboard, Mouse, Scanner, Joystick, Floppy, Compact Disk,
Pen Drive, Light pen, Pico Projector, Remote control, Touch Screen,
Graphic tablet, Chip reader, Digital camera, Video camera, Web camera,
Micro phone, Sensors, MICR, OMR OCR, Bar code reader.
Output Devices: Monitor (CRT, TFT), Printer (Laser, Ink Jet, Dot Matrix),
Plotter, Speaker, Control Device (Motors, Buzzers, Lights, Heaters).
Know the need of the operating system.

UNIT 2

WINDOWS   15

Preliminaries –Starting windows, Parts of window screen –
Desktop, icons, start button, Task bar,
pop up menus, short cuts, customising the desk top,.
Mouse operations – single click, double click, click and drag.
Starting and closing the programme.
Switching between programme, documents.
Resizing windows – maximize, minimize and restore.
Find – File, folders etc.,
Shut down /restart computers.
Practise windows explorer through My computers, Icons and Short cut entry.

UNIT 3

WORD   18

Create a new document – edit, save, close, exit word.
Page setup (Layout), Text formatting - Selection of font size, alignment,
line spacing, paragraph, Indents and tabs.
Creating documents with multiple columns. Inserting symbols, file, hyperlink,
clip arts and pictures into the documents.
Page formatting – Inserting page number, date, time, fields, header and footer,
Foot note, comments etc.,
Practising the utilities like Find, Replace, Go to, Spell check, Grammar check.
Creating drawings and charts using drawing tools bar.
Creating tables and boarders.
Creating Templates, Envelops, and labels.
Taking print out of the document.
Mail Merge.

UNIT 4

SPREAD SHEET AND CHARTS   20

Creating an excel book – open, save, close and exit Ms excel.
To Know excel sheet, cell , rows and columns, sheet size, Navigating the work book.
Entering data – numeric, text and formula.
Formatting a cell- Number, date, time, text, alignment, font, boarder, pattern,
protection etc.
Formatting rows and columns Understand filling series. Selecting cells,
rows or columns Clearing contents and formats of the cells selected.
Creating different types of graphs for given data.
Formatting charts .Dealing with formulas , functions related with text,
logical, mathematical etc.,
Manipulating data – sorting, filtering, validation, importing and exporting data.
Working with windows – splitting, freezing and setting the print area

Creating an excel report.

Printing an excel sheet/part of an excel sheet.

UNIT 5
POWER POINT PRESENTATION   15
Creating a presentation using auto context wizard, design, templates and blank
Presentation.

Opening, saving and closing a presentation.

Working with slides – inserting pictures, tables, sound files, outline, slide transition.

Slide show – Manual and Auto.

Printing hand outs.

COURSEOUTCOME:

1. Know Hard ware and Soft ware
2. Work with windows
3. Prepare Library documents using word
4. Compute library data using Spread Sheet.
5. Presentation using Power point.

Mapping course outcomes with programme outcomes
CO – PO mapping

	COURSE OUTCOME	EXPERIMENT LINKED	P O MAPPED	COGNITIVE LEVEL	LAB SESSIONS
CO1	Know Hard ware and Soft ware	1	1,2,3,4	U	10
CO2	Work with windows	1,2	1,4,5,8	U/App	15
CO3	Prepare Library documents using Word	3	1,2,3,4,5,6,8,9	A/App	18
CO4	Compute library data using Spread sheet	4	1,3,4,5,6,8.	A/App	20
CO5	Presentation using Power point	5	1,4,5,6,7,8,9,10	App	15
TOTAL NO. OF INSTRUCTION					78

U-Understanding; A-Analysis; App-Application

Course with program outcomes Level mapping

Name of the course	Program Outcomes									
Knowledge processing: Classification Theory I	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
	3	2	3	3	3	3	1	3	2	1

Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.

Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.

If ≥40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3

If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2

If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1

If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed

COURSE ASSESSMENT AND EVALUATION

<table>
<tr><td colspan="3" rowspan="2">What</td><td rowspan="2">To Whom</td><td rowspan="2">Frequency</td><td colspan="2">Max Marks</td><td rowspan="2">Evidence Collected</td><td rowspan="2">Course Outcomes</td></tr>
<tr><td>Theory</td><td>Practical's</td></tr>
<tr><td rowspan="8">DIRECT ASSESSMENT</td><td rowspan="3">CIE – Continuous Internal Evaluation</td><td>I A Tests</td><td rowspan="6">Students</td><td>Two IA tests (Average marks of two IA tests are considered)</td><td></td><td>10</td><td>Blue Books</td><td>1 to 5</td></tr>
<tr><td>Class room Assignments</td><td>Record Writing (Average marks of each exercise to be computed)</td><td></td><td>10</td><td>Record book</td><td>1to 5</td></tr>
<tr><td></td><td>Student Activity</td><td></td><td>05</td><td>Log of activity</td><td>2&3</td></tr>
<tr><td></td><td></td><td>**TOTAL**</td><td></td><td>25</td><td></td><td></td></tr>
<tr><td>SEE – Semester End Examination</td><td>End Exam</td><td>End Of the Course</td><td></td><td>50</td><td>Answer Scripts</td><td>ALL CO's</td></tr>
<tr><td rowspan="2" colspan="2">INDIRECT ASSESSMENT METHODS</td><td colspan="2">Student Feedback on course</td><td rowspan="2">Students</td><td>Middle of The Course</td><td colspan="3">Feed Back Forms</td></tr>
<tr><td colspan="2">End of Course Survey</td><td>End of The Course</td><td colspan="3">Questionnaire</td></tr>
</table>

*CIE – Continuous Internal Evaluation   *SEE – Semester End Examination

Note:

1. I.A. test shall be conducted as per SEE scheme of valuation. However obtained marks shall be reduced to 10 marks. Average marks of two tests shall be rounded off to the next higher digit.
2. Rubrics to be devised appropriately by the concerned faculty to assess Student activities.

Note to IA verifier: The following documents to be verified by CIE verifier at the end of semester

1. Blue books (20 marks)
2. Student suggested activities report for 5 marks
3. Student feedback on courses regarding Effectiveness of Delivery of instructions & Assessment Methods

Question for CIE and SEE will be designed to evaluate the various educational components, such as:-

Remembering and understanding	:	20% weightage
Applying the knowledge acquired from the course	:	40% weightage
Analysis	:	40% weightage

REFERENCE:
1. Kent: 10 Minute Guides to the Internet, PHI, New Delhi.
2. Crumlish: The Internet for busy people. Tata McGrawHill, New Delhi
3. Fulton and others: Micro Officer 97 Professional Essentials, PHI, New Delhi.
4. N.B. Jagga Rao and D.M. Ramachander: Books to Bytes: Library Information Technology in new millennium, Ess Ess, New Delhi.
5. R.L. Sehgal: Computer based Information Processing Techniues for Librarians, 2 Vols., Ess Ess, New Delhi.
6. C. Malayya: Electronic Libraries, Ess Ess, New Delhi.
7. P.K. Mahapatra and B. Chakraborthi: Encyclopaedia of Library Sciences and Information Technology. 6 Vols., Ess Ess, New Delhi.
8. R. Raman Nair: Internet for Library and Information Services, Ess Ess, New Delhi

SUGGESTED LIST OF STUDENT ACTIVITIES
Note: The following activities for assessing CIE (IA) for 5 marks (Any one)

1.	Create a Greeting Card using Word
2.	Create a Result sheet containing Reg. No., Name , Marks obtained and Result.
3.	Give a Power point presentation for different sections of the library

Course Delivery:
- The course will be delivered through lectures and Power point presentations/ Video

Note: Concerned faculty (Course co-ordinator) must be given to a group of FIVE students

Example: **Model of Rubrics/Criteria for assessing student activity Task given – Create a Greeting card using word**

Dimension	Scale					Students score (5 students)				
	1 **Unsatisfactory**	**2** **Developing**	**3** **Satisfactory**	**4** **Good**	**5** **Exemplary**	**1**	**2**	**3**	**4**	**5**
1.Preparation	Has not prepared satisfactorily	Prepared with little information	Included relevant information	Prepared neatly with relevant information	Prepared including all information neatly	3				
2. Fullfill team's role and duties	Does not perform any duties assigned	Perform very little duties	Performs partial duties	Performs neatly all duties	Performs all duties of assigned team roles	3				
3. Conclusion	Poor	Less Effective	Partially effective	Summarises but not exact	Most effective	4				
4.Convensions	Frequent error	More error	Some error	Occasional error	No error	4				
Total marks (14/4=3.5,rounded off to 4)						4				

Note to IA verifier: **The following documents to be verified by CIE verifier at the end of semester**
1. Blue books (10 marks)
2. Record (10 marks)
3. Student suggested activities report for 5 marks and should be assessed on RUBRICS
4. Student feedback on course regarding Effectiveness of Delivery of instructions & Assessment Methods.

MODEL QUESTION PAPERS

1. Identify the Physical Components of a Computer.
2. What are Input Devices? Write the Examples of Input devices.
3. Type a leave letter, resume, Drawing Chart & Mail Merge in MSWord.
4. Create result sheet containing candidate register no., name, marks for all subjects, total and result with percentage.
5. Create Power point presentation for five laws of library science.

MODEL QUESTSION BANK:

1. Create a business or personal letter
2. Create a company letterhead
3. Create a simple newsletter
4. Create a memo
5. Prepare a Resume
6. Create an invitation/Greeting card
7. Prepare a cover page for Project report
8. Mail merge letters/invitations
9. Prepare a Worksheet with four columns and enter 10 records and find the sum
10. Prepare a report containing the pay details of the employees

11. Prepare a result sheet containing candidates Register No., Name and Marks
12. Create Power point presentation for five laws of library science.