Lok Jagruti Kendra University
University with a Difference

Diploma in Automation and Robotics Engineering

LJ Polytechnic

Course Code: 025120205

Computer Applications

Programme / Branch Name		Diploma in Automation and Robotics			
Course Name	Computer Applications			**Course Code**	025120205
Course Type	HSSC	BSC	ESC	PCC	OEC	PEC

Legends: HSSC: Humanities and Social Sciences Courses   BSC: Basic Science Courses
ESC: Engineering Science Courses   PCC: Program Core Courses
OEC: Open Elective Courses   PEC: Program Elective Courses

1. Teaching and Evaluation Scheme

Teaching Hours / Week					Evaluation Scheme			
L	T	P	Total Teaching Hours	Total Credit	CA	SEE (TH)	SEE (PR)	Total
0	0	4	4	2	50	-	50	100

Legends: L: Lectures   T: Tutorial   P: Practical
CCE: Continuous & Comprehensive Evaluation
SEE (Th):   Semester End Evaluation (Theory)
SEE (Pr):   Semester End Evaluation (Practical)

2. Prerequisite
- ✓ Basic computer knowledge.

3. Rationale
This subject provides fundamental knowledge of computer skills such as preparing business letters, presentations, etc. With the help of this subject, the students will develop the skills to create business documents, presenting ideas, organizing data, E-mail management which helps them to achieve technical and professional computer skills.

4. Objectives
- ✓ Learning of computer concepts and skills.
- ✓ Introduce concept of computer basics.
- ✓ To be able to create documents.

5. List of Practicals / Exercises

The practical/exercises should be properly designed and implemented in an attempt to develop different types of skills so that students can acquire the competencies/Programme outcomes. Following is the list of practical exercises for guidance.

Sr. No.	Practical / Exercises	Hours
1.	Introduction to fundamentals of software and hardware components of a computer.	2
2.	Introduction and familiarization to the operating system.	2
3.	Introduction to Microsoft office word.	2
4.	Demonstrate font formatting, paragraph formatting and page formatting.	2
5.	Prepare list of keyboard shortcuts for font formatting, paragraph formatting & page formatting.	2
6.	Prepare an article with appropriate formatting using font formatting, paragraph formatting, page formatting and insert header and footer.	2
7.	Review an article for spelling and grammar.	2
8.	Printing an article with appropriate print setup, printing options and print preview.	2
9.	Create and customize a data table in Microsoft word.	2
10.	Develop an application using mail merge.	2
11.	Introduction to Microsoft Excel.	2
12.	Creating and Entering data in workbooks.	2
13.	Navigating in the worksheet, Selecting items within Excel, Inserting and deleting cells, rows and column.	2
14.	Formatting and customizing data in Microsoft Excel.	2
15.	Introduction to Formulas, functions and named ranges	2
16.	Create a data sheet using formulas, functions and named ranges.	2
17.	Create different types of chart using data in Microsoft Excel.	2
18.	Print a worksheet on an A3 paper, consisting of data and chart.	2
19.	Introduction to Microsoft Power Point.	2
20.	Create a simple slide consisting of Pictures, Background, Auto shapes & Word art.	2
21.	Create a running slide show consisting of Clipart, Animations, Sound & Transition effect.	4
22.	Introduction to Microsoft Outlook.	2
23.	Send an E-mail to a friend with a suitable subject and signature.	2
24.	Reply, Delete and Forward an E-mail using Microsoft Outlook.	2
25.	Add new contacts to the address book and create a mailing group.	2
26.	Attach a word document to the E-mail and send it to multiple individuals.	2
	Total Hours	**56**

6. Reference Books

1) Learn Microsoft Office 2019 by Linda Foulkes, Packt Publication.
2) Microsoft Office 2019 Inside Out by Joe Habraken, Pearson.