LJ University
University with a Difference

Diploma
in
Information Technology

LJ Polytechnic

Course Code:025040105
Computer Applications & Peripherals

Programme/ Branch Name		Diploma in Information Technology			
Course Name	Computer Applications & Peripherals			**Course Code**	025040105
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 Credit**	**CCE**	**SEE (Th)**	**SEE (Pr)**	**Total**
0	0	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. Prerequisites

✓ None.

3. Rationale

This course is designed to get basic understanding of Computer system and its components, operating system & word processing, spreadsheet and presentation software. Course give introduction of the Computer system hardware and software and working of both.

4. Objectives

✓ Student will learn about basic computer hardware and software
✓ Student will learn about different application software of OS
✓ Identify and classify Computer Parts
✓ Understand concept of Memory
✓ Create documents using Word
✓ Create spreadsheet for different usages
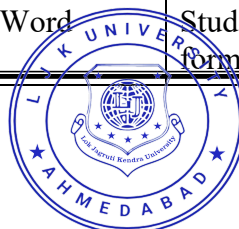✓ Prepare presentation on various topics

5. Contents

Unit No.	Unit Name	Topics	Learning Outcomes	% Weightage	Hours
1	**Computer System Basics**	1.1. Basics of Computer 1.2. Hardware Parts and Cables 1.3. I/O Devices 1.4. Memory & Storage devices 1.5. Networking Fundamentals	• Students can identify and classify Computer Parts • Knowledge and concept about Memory devices in Computer system • Understand basic computer networking.	15	10
2	**Operating System Applications**	2.1. Introduction and basic features 2.2. Notepad, Paint, Calculator and Accessories programs 2.3. Creating Files, Icons, and Folders 2.4. Introduction of Internet and Browser 2.5. Email Basics	• Awareness about basics features of an Operating system. • Ability to apply knowledge of mathematical foundations in computing problems.	25	12
3	**Document Creation**	3.1. Introduction and Create various types of documents 3.2. Preparation of different documents 3.3. Document Printing	• Create documents using document creation tool. • Navigate and perform common tasks in documentation tool, such as opening, viewing, editing, saving, and printing documents, and configuring.	30	16
4	**Spreadsheets**	4.1. Introduction and Create various types of Sheets 4.2. Apply formula and functions 4.3. Preparation of different spreadsheets 4.4. Excel Sheet Printing	• Create spreadsheet for different usages. • Ability to understand the Software concepts and their applications.	20	10

5	**Presentations**	5.1. Basic Operations of PowerPoint 5.2. Use of Themes and Master slide 5.3. Preparation of different Presentations	• Prepare presentation on various topics. • Identify the names and functions of the interface.	10	8
				Total Hours	**56**

6. List of Practicals / Exercises

The practicals/exercises have been 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 practicals/exercises.

Sr. No	Practicals / Exercises	Key Competency	Hours
1.	Demonstration of Computer Parts.	Students will get familiar of Computer parts	2
2.	Demonstration of I/O devicesand Ports.	Students will get familiar of I/O devices	2
3.	Demonstration of Memory and Storage devices.	Students will know aboutMemory & datastorage	2
4.	Working with network devices: repeater, hub, bridge, switch, router.	Students will learn about different types of networking devices	2
5.	Working with crimping in networking: Wired and Wireless connection.	Students will learn about crimping	2
6.	Working with Windows OS: Introduction and basic features.	Students will get familiar of Windows OS features	2
7.	Working with Windows OS: Notepad, Paint, Calculator and other programs from Accessories menu.	Students will get familiar of OS Applications	2
8.	Working with Windows OS: Managing Files, Icons, and Folders.	Students will learn about files and folders	2
9.	Working with Windows OS: Introduction of Internet and Browser.	Students will get familiar of Internet and Browser	2
10.	Use various mailutilities such as write mail, send mail, forward mail, replymail, attach a file, draft,etc	Students will learn about email communication	4
11.	Working with Word Processor: Introduction and Create various types of documents.	Students will get familiar of Word Processor	4
12.	Working with Word Processor: Formatting text in Word Processor.	Students will learn to format text in document	2

13.	Working with Word Processor: Preparation of Resume/BIO-DATA.	Students will learn to write resume	2
14.	Working with Word Processor: Preparation of Application.	Students will learn to create application.	2
15.	Working with Word: Preparation of Brochure.	Students will learn to create Brochure.	4
16.	Working with Word Processor: Printing a Word Document.	Students will learn to print a Document.	2
17.	Working with Spreadsheets: Introduction and Create various types of Sheets.	Students will get familiar of spreadsheet applications	2
18.	Working with Spreadsheets: Apply formula and functions in the sheet.	Students will learn about formula and function	2
19.	Working with Spreadsheets: Create Spreadsheetfor Company Sales Figures.	Students will learn to create Spreadsheet	4
20.	Working with Spreadsheets: Printing a spreadsheet.	Students will learn to print a spreadsheet	2
21.	Working with Presentations: Basic Operations of PowerPoint.	Students will get familiar of Presentation	4
22.	Working with Presentations: Use of Themes and Master slide	Students will learn to use Theme and Master slide	4
		Total Hours	**56**

7. Text Books

1) PC Hardware A Beginner's Guide by Ron Gilster, Latest Edition, Tata McGraw HillPublication.
2) Computer Basics Absolute Beginner's Guide, Windows 10 Edition by Michael Miller, Latest Edition, Pearson Education.

8. Reference Books

1) MS-Office for Dummies by Wallace Wang, Latest Edition, Wiley Publication.

9. Open Sources (Website, Video, Movie)

1) https://edu.gcfglobal.org/en/computerbasics/
2) https://support.microsoft.com/en-us/windows
3) https://support.microsoft.com/en-in/training
4) https://www.learn-html.org/
5) https://html.com/