



Lok Jagruti Kendra University
University with a Difference

Diploma in Architectural Assistantship



Course Code:02508205

**Computer Applications &
Drafting**

Programme / Branch Name		Diploma in Architectural Assistantship				
Course Name	Computer Applications & Drafting			Course Code	025080205	
Course Type	HSSC	BSC	ESC	PCC	OEC	PEC

Legends: HSSC: Humanities and Social Sciences Courses
 ESC: Engineering Science Courses
 OEC: Open Elective Courses

BSC: Basic Science Courses
 PCC: Program Core Courses
 PEC: Program Elective Courses

1. Teaching and Evaluation Scheme

Teaching Hours / Week / Credits				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

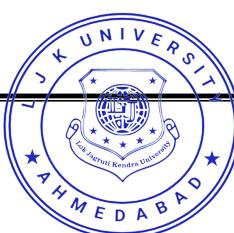
- ✓ Basic computer knowledge.

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. This subject is intended to teach the students how to use drafting software to produce 2D-3D working drawings.

4. Objectives

- ✓ Learning of computer concepts and skills.
- ✓ Introduce the concept of computer basics.
- ✓ Gain basic drafting skills and 2D-3D drawing.
- ✓ To be able to create documents.

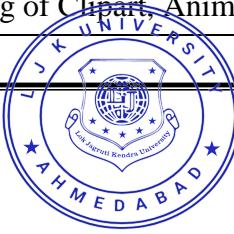


5. List of Practical / Exercise

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.

Note: However, if these practical/exercises are completed appropriately, they would also lead to the development of certain outcomes in an affective domain which would, in turn, lead to the development of Course Outcomes related to the affective domain. Thus, the overall development of Programme Outcomes (as given in a common list at the beginning of the curriculum document for this Programme) would be assured. Faculty should refer to that common list and should ensure that students also acquire outcomes in an affective domain which are required for the overall achievement of Programme Outcomes/Course Outcomes.

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 a 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.	4
7	Review an article for spelling and grammar.	1
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.	1
12	Creating and Entering data in workbooks.	1
13	Navigating in the worksheet, selecting items within Excel, Inserting and deleting cells, rows and column.	1
14	Formatting and customizing data in Microsoft Excel.	1
15	Introduction to Formulas, functions and named ranges	4
16	Create a data sheet using formulas, functions and named ranges.	1
17	Create different types of chart using data in Microsoft Excel.	1
18	Print a worksheet on an A3 paper, consisting of data and a chart.	1
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.	2



22	Introduction to Microsoft Outlook.	1
23	Send an E-mail to a friend with a suitable subject and signature.	1
24	Reply, Delete and Forward an E-mail using Microsoft Outlook.	1
25	Add new contacts to the address book and create a mailing group.	1
26	Attach a word document to the E-mail and send it to multiple individuals.	2
27	Introduction to AutoCAD and various drafting tools.	2
28	Introduction to various drawing commands.	2
29	Create a simple 2D drawing using drawing and editing commands.	2
30	Introduction to 3D drawing commands.	2
31	Draw a 2D & 3D drawing of a given object.	4

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.
- 3) Autodesk AutoCAD 2022 Fundamentals by Elise Moss, SDC Publications.

