



**LJ University**  
University with a Difference

**Diploma  
in  
Artificial Intelligence &  
Machine Learning**



**Course Code:025090105**

**Computer Applications & Peripherals**

<b>Programme/ Branch Name</b>		Diploma in Artificial Intelligence & Machine Learning				
<b>Course Name</b>	Computer Applications & Peripherals			<b>Course Code</b>	025090105	
<b>Course Type</b>	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	<ul style="list-style-type: none"> <li>Students can identify and classify Computer Parts</li> <li>Knowledge and concept about Memory devices in Computer system</li> <li>Understand basic computer networking.</li> </ul>	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	<ul style="list-style-type: none"> <li>Awareness about basics features of an Operating system.</li> <li>Ability to apply knowledge of mathematical foundations in computing problems.</li> </ul>	25	12
3	Document Creation	3.1. Introduction and Create various types of documents 3.2. Preparation of different documents 3.3. Document Printing	<ul style="list-style-type: none"> <li>Create documents using document creation tool.</li> <li>Navigate and perform common tasks in documentation tool, such as opening, viewing, editing, saving, and printing documents, and configuring.</li> </ul>	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	<ul style="list-style-type: none"> <li>Create spreadsheet for different usages.</li> <li>Ability to understand the Software concepts and their applications.</li> </ul>	20	10

5	<b>Presentations</b>	5.1. Basic Operations of PowerPoint 5.2. Use of Themes and Master slide 5.3. Preparation of different Presentations	<ul style="list-style-type: none"> <li>• Prepare presentation on various topics.</li> <li>• Identify the names and functions of the interface.</li> </ul>	10	8
				<b>Total Hours</b>	<b>56</b>

## 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 devices and Ports.	Students will get familiar of I/O devices	2
3.	Demonstration of Memory and Storage devices.	Students will know about Memory & data storage	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 mail utilities such as write mail, send mail, forward mail, reply mail, 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 Spreadsheet for 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
		<b>Total Hours</b>	<b>56</b>

## 7. Text Books

- 1) PC Hardware A Beginner's Guide by Ron Gilster, Latest Edition, Tata McGraw Hill Publication.
- 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/>

