

## COMPUTER DEPARTMENT

<u>SEMESTER I</u>			
COURSE CODE	COURSE TITLE	COURSE OBJECTIVE	COURSE OUTCOME
C-1	Windows Operating System	Ability to interpret, understand and demonstrate understanding of the fundamental concepts and principles and working of the hardware and software aspects of computer systems.	<ul style="list-style-type: none"><li>• Recognizing the basic components of computer and terminology.</li><li>• Understanding data, information and file management.</li><li>• Creating documents using Word processor, Spreadsheet &amp; Presentation Software.</li><li>• Understanding computer networks and Internet</li><li>• Learning to use e-Governance applications</li><li>• Overviewing Windows 8.1 and Windows 10.</li><li>• Understanding Internet Applications, E-mail Account &amp; Its Functions, utility of Search Engine and</li></ul>
C-2	Word	Ability to use functions and techniques in structuring, formatting, and enhancing the readability of a document. Particular emphasis is placed on developing accurate and	<ul style="list-style-type: none"><li>• Learning the formatting skills on paragraphs, tables, lists, and pages.</li><li>• Knowledge on navigating the Word Ribbon Interface.</li><li>• Learning the utilities of Auto text, AutoCorrect, Footnotes and Bookmark.</li><li>• Working with text objects and illustrations.</li><li>• Acquiring important reading and writing skills</li><li>• Demonstrate the mechanics and uses of Mail Merge</li></ul>

		well-designed documents.	<p>and Word tables to organize and present data.</p> <ul style="list-style-type: none"> <li>• Working knowledge of using Word's themes to create a variety of visual effects.</li> <li>• Word's advanced formatting techniques and presentation styles.</li> <li>• Applicable knowledge and uses of accepted business style formatting conventions.</li> <li>• Application based tutorials and projects</li> </ul>
<b><u>SEMESTER II</u></b>			
C-3	Powerpoint	Understanding the essentials skills needed to create, edit and present professional looking presentations as well as providing presentations tips. Help to gain a foundational understanding of Microsoft PowerPoint that is necessary to create and develop engaging multimedia presentations.	<ul style="list-style-type: none"> <li>• Learning to modify presentation themes.</li> <li>• Analyzing formatting techniques and presentation styles</li> <li>• Working with text, themes, and styles along with creating charts and tables.</li> <li>• Inserting media clips and animation</li> <li>• Learning use of macros, customize, package and publish your presentation</li> <li>• Creating and manipulating simple slide shows with outlines and notes.</li> <li>• Use design layouts and templates for presentations.</li> <li>• Work with Master Slides and applying animated special effects</li> <li>• Set up slide shows and rehearse timings for your slides</li> <li>• Collaborate using social media and PowerPoint together</li> </ul>

**SEMESTER III**

C-4	Excel	Understanding and demonstrating the use of various modern technical tools like table styles, shapes, charts, graphs, data tools and solve basic and logical-mathematical problems and statistics in excel.	<ul style="list-style-type: none"><li>• Demonstrating the basic mechanics and navigation of an Excel spreadsheet.</li><li>• Formatting techniques and presentation styles.</li><li>• Learning the use and utility of functions and formulas on excel spreadsheet.</li><li>• Working knowledge of organizing and displaying large amounts and complex data.</li><li>• Understanding the need and use of using Excel templates.</li><li>• Securing information in an Excel workbook.</li><li>• Manipulate data using data names and ranges, filters and sort, and validation lists</li><li>• Learning formulas, creating charts and graphs that can easily explain or simplify complex information or data.</li><li>• Analyzing data using Pivot Tables and Pivot Charts.</li><li>• Working knowledge of organizing and displaying large amounts and complex data.</li><li>• Understanding the need and use of using Excel templates.</li><li>• Securing information in an Excel workbook.</li><li>• Manipulate data using data names and ranges, filters and sort, and validation lists</li><li>• Learning formulas, creating charts and graphs that can easily explain or simplify complex information or data.</li><li>• Application based excel projects and creating balance sheet.</li></ul>
-----	-------	--	--

**SEMESTER IV**

C-5	Publisher	Understanding the application in order to produce interesting and professional publications which aims at multiple layering of objects that can be effective in the publication design.	<ul style="list-style-type: none"><li>• Get familiar with the Microsoft Publisher environment and start working on a publication</li><li>• Modify the layout and structure of a publication</li><li>• Format text in a publication</li><li>• Understanding layout guides</li><li>• Edit the contents in a publication</li><li>• Creation of Master Pages</li><li>• Acquiring knowledge on format graphics in a publication</li><li>• Prepare a publication for distribution</li></ul>
-----	-----------	---	---

**SEMESTER V**

C-6	Access	Knowledge of data management system that helps in storing information for reference, reporting, and analysis. Database Management System helps in analyzing large amounts of information, and manage related data more efficiently.	<ul style="list-style-type: none"><li>• Introduction to Database Management System.</li><li>• Examine database concepts, along with key constraints.</li><li>• Designing and building database with related tables in datasheet view or by using the table wizard</li><li>• Develop simple, multiple-criteria, calculated fields, parameter, totaling and action-based queries</li><li>• Designing Forms Build complex forms in design view using different form elements. Build forms of the type: Main/Sub form and query-based</li><li>• Learning the advanced form design features such as use of the toolbox, command buttons, option groups, combo-boxes, lines or rectangles, or designing a form from scratch in Design view.</li></ul>
-----	--------	---	---

			<ul style="list-style-type: none"> <li>• Generating Reports and creating report based application.</li> <li>• Import and export data.</li> <li>• Sorting, Retrieving and Analyzing Data</li> </ul>
<b><u>SEMESTER VI</u></b>			
C-7	HTML	Educating students towards the design and development of applications and projects with advanced programming skills.	<ul style="list-style-type: none"> <li>• Understanding concepts of algorithm and flow chart programming</li> <li>• Studying the nature of HTML</li> <li>• Design and create a web page text using image; table; hyperlink; language and terminology</li> <li>• Learning the application of HTML tags like Head, Body, Headings, Lists, Forms, frames, and table e.tc.</li> <li>• Application of tags in creating web pages</li> <li>• Use HTML to define the structure of content.</li> </ul>
	CSS		<ul style="list-style-type: none"> <li>• Use Cascading Style Sheets (CSS) to format Web pages.</li> <li>• Describe the evolution of style sheets from print media to the Web.</li> <li>• Create style sheets that configure common color, size and text properties.</li> <li>• Demonstrate the four different ways of applying CSS styles.</li> <li>• Using links, lists and tables on Web pages</li> <li>• Create CSS class and id selectors.</li> </ul>