

RANI CHANNAMMA UNIVERSITY, BELAGAVI

BA, BSW and B.Sc

IV Semester

Computer Applications (Compulsory)

(Under Group-1'IT (Fourth Semester)

Teaching hour per week: 04

Max. Marks: 80

1. Introduction to Computers: Introduction, types of computer, components of computer, CPU, motherboard, primary storage devices: ROM, RAM secondary storage: floppy, hard disk and their types; CDROM, pen drive, Input & output devices: keyboard, mouse, scanner, display units, printers (dot matrix, Inkjet & laser), multimedia components, liquid crystal display (LCD) projector, modems and network interfacing card.

8 Hrs

2. Windows Operating system: Introduction, loading and starting windows, concept of plug and play, active desktop environment, control panel, adding new programs and hardware, menus, folders, shortcuts, display properties, system tools, multimedia programs, editing pictures using paint.

8 Hrs

3. MS-Word: Introduction to MS-office, installing and removing word, running programs and-managing files, opening, creating and saving documents, templates, navigating and selecting, .editing and sorting, 'checking spelling and grammar, formatting, importing graphics and pictures, tables, long documents, sharing, data with other u-jers, security, creating and working with web pages, mail merge, editing equations, printing.

8 Hrs

4. MS EXCEL: Introduction, creating , opening and saving files, working with workbooks end worksheets, spreadsheets, entering and selecting data, editing and formatting worksheets, mathematical functions, statistical functions, trigonometric functions, date arid 7 time functions, text functions, financial functions, lookup End reference functions, creation of charts and graphs, automated tasks, macros, switching from other applications, printing.

8 Hrs

5. MS-PowerPoint: Introduction, auto-content wizard, design templates, adding and formatting text, making notes and handouts, adding clip arts, drawings and other objects, equations, tables and charts, controlling the slide show, animations, printing presentations and slides.

6 Hrs

6. MS-Access: Introduction, databases, data structures, creating tables, importing and linking tables, working with data, working with queries, formatting forms and reports, writing expressions, working with macros, modules and events, replication, data access objects, data access methods and-properties.

6 Hrs

7. Internet: Introduction, LAN and WAN, dial-up and broadband networking, internet protocols, TCP/IP protocol, Microsoft internet explorer, Netscape navigator, properties and customization, jworld wide web, HTML, creation of web page using templates, search engines, chatting, e-mail.

6 Hr

References:

1. ITL ESL, Fundamental of Information Technology, Pearson Education.
2. Peter Norton, Introduction to computers, 4th edition, Tata McGraw Hill
3. Sagman, MS Office 2000 for windows, Pearson Education.
4. Microsoft-MS-Office 2007 step by step
5. Microsoft-MS-Word 2007 step by step
6. Microsoft-MS-Excel 2007 step by step
7. Microsoft-MS-Power Point 2007 step by step
8. Microsoft-MS-Access 2007 step by step

Scheme of instruction and examination of Computer Applications Compulsory Paper at BA/B.Sc/BSW Semester

Sem.No.	Title of the Paper	Theory Hours	Theory Marks	I.A marks	Exam Hrs	Total marks
IV	Computer Applications(Compulsory paper)	4 Hrs	80	20	1.5 Hrs *	100

***Note:** The final Examination is on Multiple Choice Based.