



Prof. Rajendra Singh (Rajju Bhaiya) University, Prayagraj

Vocational/ Skill Development Course National Education Policy-2020

20-जोशिलेखि/कुसका/2022-773
दिनांक 31.01.2022

Programme/Class: **Diploma**

Course Code: **I010001T**

Subject: **Vocational Course**

Course Title- **Basics of Computer Applications**

Credits: 3

Max. Marks : 25+75

Min. Passing Marks:35

Unit	Topics	No. of Lectures Theory=15, Practical=60
I	Block Diagram of computer, Types of Computer, Input/ Output devices, Memory Devices, Introduction to Operating System (OS), Features of Windows	Theory=03
II	Microsoft office word processing: File: Open, Close, Save, Save As, Search, Print, Print to Preview. Edit: Cut, Copy, Paste, Select All, Find, Replace, Go to. View: Normal/web layout/print layout; Tool bars; Header/Footer; Zoom. Insert: Break, Page No, Date And Time, Symbols Format: Font, Paragraphs, Bullets & Numbers, Border, Shedding. Tools: Draw, Insert, Select, Auto Format, Mail, Merge.	Theory=04
III	Worksheet: Introduction, Use of Tools/Icons for preparing simple mini projects. Presentation: Introduction, Use of tools/icons for preparing PPT. Data base operation: Create database using MS Access, Create Table & Creating reports.	Theory=04
IV	Introduction to internet: What is network, how to send and receive messages, Search Engine, Surfing, Creating mail ID, Sending/Forwarding e-mails. Advance tools: Skype, WiFi etc.	Theory=04

Reference books:

- 1- Fundamentals of Computer by E Balaguruswamy, Tata McGraw Hill Education Pvt. Ltd, New Delhi.
- 2- Computer Fundamentals by R S Salaria; Khanna Book Publishing Company(p) Ltd, New Delhi.
- 3- Fundamentals of Computer by V Rajaraman; Prentice Hall of India Pvt. Ltd. New Delhi.
- 4- Computer Fundamentals by P K Sinha, BP & Publication, New Delhi.
- 5- Computers Today by S K Basandara, Galgotia Publication Pvt Ltd. Daryaganj, New Delhi.
- 6- Computer Fundamentals & Programming in C by Reema Thareja; Oxford University Press, New Delhi.