# Prof. Rajendra Singh (Rajju Bhaiya) University, Prayagraj

## Vocational/ Skill Development Course

Programme/Course: **Diploma**

Course Code: **I010001T**

Subject: **Vocational Course**

Course Title- **Basics of Computer Applications.**

Credits: **3 (1+2)**

Max. Marks : **40+60 (100)**                                     Min. Passing Marks: **40**

| Unit | Topics | No. of Lectures<br>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:<br>File: Open, Close, Save, Save As, Search, Print, Print to Preview.<br>Edit: Cut, Copy, Paste, Select All, Find, Replace, Go to.<br>View: Normal/web layout/print layout; Tool bars; Header/Footer; Zoom.<br>Insert: Break, Page No, Date And Time, Symbols<br>Format: Font, Paragraphs, Bullets & Numbers, Border, Shedding.<br>Tools: Draw, Insert, Select, Auto Format, Mail, Merge. | Theory=04 |
| III | Worksheet: Introduction, Use of Tools/Icons for preparing simple mini projects.<br>Presentation: Introduction, Use of tools/icons for preparing PPT.<br>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.<br>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.