ST.JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

I SEMESTER **LIFE SKILL COURSE** TIME:2HRS/WEEK

BCA 1001 (2) **BASIC COMPUTER APPLICATIONS** MAX.MARKS:50

w.e.f. 2020-2021-‘’20AH’’ Admitted Batch **SYLLABUS**

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## COURSE LEARNING OUTCOMES:

After successful completion of the course, student will be able to:

1. Demonstrate basic understanding of computer hardware and software.
2. Apply skills and concepts for basic use of acomputer.
3. Identify appropriate tool of MS office to prepare basic documents, charts, spread sheets and presentations.
4. Create personal, academic and business documents using MSoffice.
5. Create spreadsheets, charts andpresentations.
6. Analyze data using charts and spreadsheets.

**UNIT-I:**

**BASICS OF COMPUTERS:** Definition of a Computer - Characteristics of computers, Applications of Computers – Block Diagram of a Digital Computer – I/O Devices, hardware, software human ware, application software, system software, Memories - Primary, Auxiliary and CacheMemory.

**MS Windows** – Desktop, Recycle bin, My Computer, Documents, Pictures, Music, Videos, Task Bar, Control Panel.

**UNIT-II:**

**MS-WORD:** Features of MS-Word - MS-Word Window Components - Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Mail Merge.

**UNIT-III:**

**MS-EXCEL:** Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Inserting Rows/Columns –Changing column widths and row heights, Formulae, Referencing cells , Changing font sizes and colors, Insertion of Charts, Auto fill, Sort.

**MS-POWERPOINT:** Features of PowerPoint – Creating a Presentation - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures -Inserting Other Objects, Audio, Video - Resizing and scaling of an Object – Slide Transition – Custom Animation.

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## RECOMMENDED CO-CURRICULAR ACTIVITIES:

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

1. Assignments (in writing and doing forms on the aspects of syllabus content andoutside
   1. The syllabus content. Shall be individual and challenging)
2. Student seminars (on topics of the syllabus and related aspects (individual activity))
3. Quiz, GroupDiscussion
4. Solving MCQ’s availableonline.
5. Suggested student hands on activities:

* Create two folders, Rename the folder, create two files each using notepad and paint, move the files from one folder to another folder, delete a file you have created, copy and paste text withinnotepad.
* Create a letter head for your college with watermark, your resume, visiting card, brochure for your college activity, organization chart for your college, any advertisement, Prepare your Class timetable.
* Prepare your mark sheet, Prepare your class time table, Prepare a salary bill for an organization, Sort the bill as per the alphabetical order of the names, Get online weather data and analyze it with variouscharts.
* Create a PowerPoint presentation for a studentseminar.

## REFERENCE BOOKS:

1. Working in Microsoft Office – Ron Mansfield -TMH.
2. MS Office 2007 in a Nutshell –Sanjay Saxena – Vikas PublishingHouse.
3. Excel 2020 in easy steps-Michael Price – TMHpublications

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