

Government of Karnataka
Department of Technical Education
Board of Technical Examinations, Bengaluru

Course Title: BASIC COMPUTER SKILLS LAB	Course Code : 15CE13P
Semester : 1	Course / Elective : Core
Teaching Scheme (L:T:P) : 0:2:4	Credits : 3 Credits
Type of course : Tutorial, Practice	Total Contact Hours : 78
CIE : 25 Marks	SEE : 50 Marks

Prerequisites: Knowledge of English comprehension in Secondary Education.

Course Objectives: Will learn and understand the Basics of Computers and apply the application tools like word processor, spread sheet and presentation.

Course Outcomes:

On successful completion of the course, the students will be able to:

1. Understand the basic organisation of the computer.
2. Use the different tools and utilities of the operating system.
3. Demonstrate skills using a) Word Processor b) spreadsheet c) presentation.
4. Construct the concepts learned through a mini project.

Course Contents

Tutorials and Practice

Unit – I

Computer Hardware and Software

1. Identify and understand the models of Computers, Identify and understand front panel and back panel connections of a Computer system, Identify and understand the physical components of a Computer.
2. Conduct computer system connection and understand the booting process.
3. Familiarization of GUI based Operating System environment.
4. Practice creating Icons and Folders, Creating/Opening of file, Editing and saving the document, Copy, Cut and Paste operations, in-built utilities of OS like – Text editors, paint, calculator, etc.
5. Practice browsing of different sites using search engine.
6. Practice Creating E-Mail accounts, E-Mail Group, Sending, and Receiving of E-Mails.

Unit –II

Word Processing

1. Create a Business Letter and Personal Letter.
2. Create a Company Letterhead.

3. Create a Simple Newsletter with minimum three columns. Insert a Clip art in the newsletter.
4. Create a Resume for a Job Application.
5. Create the cover page of a Project Report(use Word Art, insert Picture Image).
6. Prepare the class time table for your class.

Spreadsheet

1. Create a worksheet with five columns. Enter ten records and find the sum of all columns using auto sum feature.
2. You have a monthly income of Rs.11000. Your monthly expenditures are Rent- Rs 3500, Food- Rs. 1500, Electricity- Rs.110, Phone- Rs. 160, and Cable TV-Rs. 300. Prepare a worksheet with the Monthly Income, the Monthly Expenditures listed and summed, monthly savings amount (what's left over each month) calculated, and the amount saved per day (assuming 30 days in a month).
3. Create a worksheet containing the pay details(containing Basic pay, DA, HRA ,Other Allowance , Deductions- PF,PT, Insurance, Gross and Net salary) of the employees using formulas.
4. Create a Simple Bar Chart to highlight the sales of a company for three different periods.
5. Create a Pie Chart for a sample data and give legends.

Presentation

1. Using presentation tool, Create a simple Presentation consisting of 4-5 slides about Input and Output Devices.
2. Create a presentation about a book containing Title, Author, Publisher and Contents.
3. Create an automated (with timings & animation) Presentation with five slides about different Models of Computers. Use Presentation tool.

Mini-project [CIE- 05 Marks]

1. Prepare a mini project using the above concepts of Unit-I and/or Unit-II.
 - Repair and Overhauling of PC of laboratory
 - Formatting of PC
 - Servicing of UPS
 - Prepare a report using the learned skills on Unit 1 to Unit II

Course Delivery:

The course will be delivered through tutorials of two hours and four hours of hands on practice per week

References:

1. Computer Fundamentals Concepts, Systems, Application, D.P.Nagapal, S.Chand Publication, RP-2014, ISBN: 81-219-2388-3
2. <http://www.tutorialsforopenoffice.org/>
3. <http://www.libreoffice.org/get-help/documentation/>
4. [http:// www.kingsoftstore.com/](http://www.kingsoftstore.com/)

S/w Tools: Any open source tool or equivalent proprietary tools

Mapping Course Outcomes with Program Outcomes:

Course outcomes	Programme Outcomes											
	1	2	3	4	5	6	7	8	9	10	11	12
1	S	S			M							
2	S	S			M							
3	S									M	M	
4	S	S			M					M	M	

S: Strong Relationship

M: Moderate Relationship

Course Assessment and Evaluation Scheme:

Method	What		To whom	When/Where (Frequency in the course)	Max Marks	Evidence collected	Course outcomes
DIRECT ASSESSMENT	CIE (Continuous Internal Evaluation)	IA Tests	Students	Two Tests (Average of two tests will be computed)	10	Blue books	1,2,3,4
				Record Writing (Average of Marks allotted for each expt.)	10	Record Book	1,2,3,4
				Mini Project	05	Report	1,2,3,4
				TOTAL	25		
	SEE (Semester End Examination)	End Exam		End of the course	50	Answer scripts at BTE	1,2,3,4
INDIRECT ASSESSMENT	Student Feedback on course		Students	Middle of the course		Feedback forms	1, 2,3,4 Delivery of course
	End of Course Survey			End of the course		Questionnaires	1,2,3, 4 Effectiveness of Delivery of instructions & Assessment Methods

Note: I.A. test shall be conducted as per SEE scheme of valuation. However the obtained marks shall be reduced to 10 marks. (Any decimals shall be rounded off to next higher digit).

Questions for CIE and SEE will be designed to evaluate the various educational components such as:

1. Remembering and Understanding : - 20% weightage
2. Applying the knowledge acquired from the course : - 70 % weightage
3. Analysis : - 1% weightage

4. Evaluation : - 1% weightage
 5. Creating new knowledge : - 8% weightage

Scheme of Evaluation for End Exam

SN	Scheme	Max. Marks
2	Testing skills/ abilities from Unit - I	10
3	Writing steps on any one from Unit -II	10
4	Execution	15
5	Presentation of result	05
6	Viva voce	10
Total		50
Note: 1. Candidate shall submit Lab Record for the Examination. 2. Student shall be allowed to execute directly even if she / he unable to write the procedure 3. In case of change in experiment or no write up, marks will not be awarded for writing procedure/steps.		

Resource requirements for Basic Computer Skills Lab (for an Intake of 60 Students [3 Batches])

Hardware requirement

Sl. No.	Equipment	Quantity
1	PC systems (latest configurations with speakers)	20
2	Laser Printers	03
3	Networking (Structured) with cat 6e / wireless 24 Port switches / Wireless Router I/O Boxes for networking(as required)	03
4	Broad Band Connection	01

Software Requirement: Linux, Libre Office / Open Office / Kingsoft Office / any equivalent software.

Note: *Students: Computers* ratio in the Lab should be strictly 1:1 for a batch of twenty Students.

MODEL QUESTIONS FOR PRACTICE AND SEE

Course Title: **BASIC COMPUTER SKILLS LAB**

Course Code

: **15CE13P**

Note: *One Question from Unit-I and Unit-II*

UNIT-I

1. Identify Physical components of a Computer System.
2. Demonstrate the basic formatting features in Text Editors.
3. Create two file in a folder and place the shortcut of these files on the desktop.
4. Demonstrate how search engine may be used in browsing Internet.
5. Create an email account
6. Create and Send an email with a picture attachment.
7. Demonstrate how documents can be downloaded using Internet.

UNIT-II

1. Using Word Processor Application create a Business Letter.
2. Using Word Processor Application create a Personal Letter.
3. Using Word Processor Application create a letter head for company.
4. Using Word Processor Application create a Simple Newsletter with minimum of three columns. Insert a Clip art in the newsletter.
5. Using Word Processor Application create a Resume for a Job application.
6. Using Word Processor Application create the cover page of a Project Report (use Word Art, insert Picture Image).
7. Prepare the class time table for your class using Word Processor Application.
8. Using Spread-sheet Application, create a worksheet with five columns. Enter ten records and find the sum of all columns using auto sum feature.
9. You have a monthly income of Rs.11000. Your monthly expenditures are Rent- Rs 3500, Food- Rs. 1500, Electricity- Rs.110, Phone- Rs. 160, and Cable TV-Rs. 300. Prepare a worksheet with the Monthly Income, the Monthly Expenditures listed and summed, monthly savings amount (what's left over each month) calculated, and the amount saved per day (assuming 30 days in a month).Use Spread-sheet Application.

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11. Using Spreadsheet Application, create a Simple Bar Chart to highlight the sales of a company for three different periods.
12. Using Spreadsheet Application, create a Pie Chart for a sample data and give legends.
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