

**VALUE ADDED COURSE  
SEMESTER III**

Max. Marks =100

Theory = 70 Marks + Internal Assessment = 30 Marks

**BES-V301**

Time allowed: 3Hrs

**BASIC COMPUTER APPLICATIONS (ICT)**

**The Course learning outcomes (COs): On completion of the four years B.P.E.S, program, the students will be learning and able to do/perform the following.....**

**CO-1.** Memorizing the Importance of Computer, characteristics and application.

**CO-2.** Describing the block diagram and classification of the computers.

**CO-3.** Acquiring the knowledge of software, hardware, and storage devices of the computers.

**CO-4.** Determining the role of MS-Word, MS-Excel & MS Power point.

**CO-5.** Define Word processor and its types.

**CO-6.** Applying the concept of prepare the presentation and slide show, animation with function.

**CO-7.** Estimating the working with graph.

**Unit I: Introduction to Computer**

What is the computer?, Characteristics of Computer,  
Application of Computer with special reference to Physical Education,  
Block Diagram of Computer, classification of Computer,  
Introduction to CPU, CU, ALU Memory Unit,  
Auxiliary Storage Devices, Input Devices, Output Devices, File,  
Program Software –types, Hardware, Language Processors.

**Unit II: Introduction to OS Windows**

Define Operating System  
Objectives and Function of an Operating System, Types of an Operating System  
Windows Features  
Windows Desktop Settings- Files and Folders, Menus and Icons Windows Accessories, Recycle Bin.

**Unit III: MS-Word**

Define Word Processor, Types of Word Processor  
Creating a document in MS-word  
Formatting features of MS-Word - Standard Toolbar, drawing toolbar Header & Footer, Insertion of files, symbols, pictures, shapes, clip art and charts, Spelling and Grammar, Font color, highlighting and shading.

**Unit IV: MS-Excel**

Basic of Electronic Spread Sheet, Saving & quitting worksheet,  
Opening & Moving in a worksheet, toolbar and menus, working with formulas and cell referencing, working with graph, functions, and data sorting.  
Creating presentations, working with different menus, editing and formatting text, inserting data's, pictures, organization charts and graph, drawing, slide show, animation of slides.

**References:**

Computer Fundamentals: Dr. V Rajaraman.

Fundamentals of Information Technology: Chetan Shrivastava, kalyani Publisers

Fundamentals of Information Technology : Alexis Leon Techword and Vikash Publishing House .

MS –Office:Ron Mansfield ,BPB Publication.

MS-Word 2000: Thumb Rules and :Dr.Snigdha Banerjee ,New Age International Publication.