

M.A. Semester - I

PAPER: Computer

Total Marks: 70 + 30 = 100

Objectives

On completion of this course, the student-teacher shall

- describe a computer system
- describe the working of a computer
- operate the windows operating system
- use word processing package
- use internet for educational purpose
- use the word processing package in education
- appreciate the use of Computer in teaching and learning
- acquire the skill of trouble-shooting whenever there are problems in the working of computer

Detailed Course Content

Unit I: Computer Fundamentals

- What is computer - Basic anatomy of computer: Input Devices – Keyboards, Mouse, Touch Screen, MICR, Light Pen, Joy Stick, Digitizer, Scanner; Output Devices – VDU, Printers, laser, Inkjet; Data storage devices – Hard disk, Compact disk, Optical disk, Pen drive and other devices .
- Operating System: Types of Operating System – DOS, UNIX, WINDOWS; Brief introduction of Window; Utility & application of software.
- Introduction to Networking: Types of networking – LAN, WAN, WAN; World Wide Web – website, Gmail, web mail server, Internet

Unit II: Introduction to Computer Applications

- Word Processing: Creating Documents; Formatting Documents; Proofing and saving Documents; Printing Documents; Use of MS-Words in education.
- Power Point Presentation (PPT): Creating a new PPT; Adding to presentation, Text Colours, Fill-colors, Fill Effects, Line Effects; Line-styles, Object Effects, Word Art, Animation Effects; Using Transition Effect; Giving an On-Screen Presentation, Navigation during presentation, Pausing the presentation; Use of PPT in education.
- Spread Sheet – MS Excel: Opening and saving a Worksheet; Spreadsheet operations; Editing a spreadsheet; Using Formulas and Functions; Use of MS Excel in Education.
- Typing in English, Fonts

Marks distribution :

Objective type questions	10 x 1 = 10
Short answer questions	4 x 5 = 20
Long answer questions	2 x 15 = 30

Total **70**

Note : There will be a Internal Examination of 25 marks and 5 marks will be for attendance.