Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav Institute of Information Technology
Choice Based Credit System (CBCS) in Light of NEP-2020
Generic Elective Courses (GEC) (2021-2025)

COURSE CODE	CATEGORY	COURSE NAME	TEACHING&EVALUATION SCHEME								
			THEORY			PRACTICAL					
			ENDSEM University Exam	Two Term Exam	Teachers Assessment*	ENDSEM University Exam	Teachers Assessment*	L	T	P	CREDITS
GESVIIT201U	GEC	Introduction to Computer Science and Engineering	60	20	20	0	50	2	0	2	3

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical; **C** - Credit;
*****Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Objectives:
1. Introduce the fundamentals concepts of Computer system.
2. Understand the basic concepts and features of various kinds of Operating systems.
3. Learn the Concepts of Office Automation Tools.
4. Provide knowledge of Networking, Internet, Communication, and security.

Course Outcomes:
1. Understand the basic terminologies of Computer System.
2. Gain knowledge about various kinds of Operating Systems and their features.
3. Learn the Concepts of Office Automation Tools.
4. Understand Networking, Internet, Communication and Security.

Syllabus:

UNIT I

Introduction to Computer Fundamentals: Introduction to Computer, Objectives, Hardware and Software, Block Diagram of the Computer, Functions of the different Units, Applications of Computers Representation of data and information, Computer Languages, Machine language, Assembly Language, High level Language, Number System and Conversion, Classification and History of Computers, Introduction to Free and Open Source Software, Computer Virus, Use of Antivirus software.

Chairperson	Chairperson	Controller of Examination	Joint Registrar
Board of Studies	Faculty of Studies	ShriVaishnavVidyapeeth	ShriVaishnavVidyapeeth
ShriVaishnavVidyapeeth	ShriVaishnavVidyapeeth	Vishwavidyalaya, Indore	Vishwavidyalaya, Indore
Vishwavidyalaya, Indore	Vishwavidyalaya, Indore		

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UNIT II

The Operating System: The Graphical User Interface (GUI), Definition of Operating System, Objective, Types and Functions of Operating Systems, Windows Operating System, Installing MS Windows, Working with Windows Operating System, System Tools and Applications in Windows, MS-DOS, Basic DOS commands, Comparison of DOS and Windows, case study of Unix, Linux OS.

UNIT III

Office Automation Tools-I: Word Processing Basics, Elements of word Processing and Working Objectives, MS-Word Screen and its Components ,MS-Office ,Working with MS-Word, Menu Bar, Creating Documents, Using Templates, Saving a documents, Working with documents, Setting up pages of a document, Printing Documents with different options, Using Tables and Columns, Object Linking
and Embedding, Hyperlink, Envelopes & Label Creation, Grammar & Spell Check, Mail Merge, Macro Creation, Previewing and Printing Documents.

UNIT IV

Office Automation Tools-II Spread Sheet: Introduction to MS-Excel, Starting MS-Excel, Basics of Workbook and Spreadsheet, MS-Excel Screen and Its Components, Features of Excel, Elementary Working with MS-Excel, Manipulation of cells, Formatting of Spreadsheet and

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ShriVaishnavVidyapeeth	**ShriVaishnavVidyapeeth**	**Vishwavidyalaya, Indore**	**Vishwavidyalaya, Indore**
Vishwavidyalaya, Indore	**Vishwavidyalaya, Indore**		

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Cells, Formulas and Functions, Spread sheets for Small accountings, Previewing and Printing a Worksheet.

UNIT V

Office Automation Tools-III Power-point: Introduction to MS-PowerPoint, Basics of PowerPoint, MS- PowerPoint Screen and Its Components, Features of PowerPoint, Elementary, Elementary Working with MS-PowerPoint, Preparation of Slides, Creation of Presentation, Providing aesthetics, Slide Manipulation and Slide Show, Presentation of the Slides.

Text Books:
1. E Balagurusamy , "Fundamentals of Computers ",TMH .
2. Silakari and Shukla, "Basic Computer Engineering ", Wiley India.
3. V. Rajaraman, Neeharika Adabala, "Fundamentals of Computers", PHI
4. Ajoy Kumar Ray and Tinku Acharya ," Basic Computer Engineering", PHI.
5. P K Sinha ,"Fundamentals of Computers " , BPB Publications.

Reference Books:
1. J. P. Tremblay and R.B. Bunt, "An Introduction of Computer Science –An Algorithmic Approach",TMH.
2. Faithe Wempen , "Computing Fundamentals: Introduction to Computers ", Wiley.

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3. Norton, Peter, "Introduction to Computers", Fourth revised ,Mc-Graw-Hill.
4. Reema Thareja , "Fundamental of Computers", Oxford University Press.

List of Practical's: (If Practical Credit Shown in Syllabus)

1. Study and Perform different MS –DOS Commands(Internal and External).
2. Create the "test" directory in the directory you are currently in using MS-DOS.
3. Study of Word – Templates, Styles.
4. Create a new user and give it Administrator privilege for Microsoft windows OS.
5. Create a MS-Word .doc file contain your complete CV.
6. Study and perform different Excel Commands/Functions.
7. Perform MS-Excel Accounting.
8. Create a MS-Excel .xls file contain mark sheet.
9. Display the student's result into a chart using MS-Excel.
10. Create a MS-Power Point Presentation .ppt file covers the topic "Computer's Evolution".
11. Create a MS-Power Point Presentation .ppt file covers the topic "social responsibility".
12. Create a MS-Access database .mdb file to store the results of students