

(Annexure H-12)

SYLLABUS
of
Computer Fundamentals
For

BACHELOR OF VOCATION PROGRAMs
(Under Credit Based Continuous Evaluation Grading System)

Session: 2024-25



The Heritage Institution
KANYA MAHA VIDYALAYA
JALANDHAR
(AUTONOMOUS)

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

Session 2024-25

Bachelor of Vocation (Animation) Semester-I

Bachelor of Vocation (Retail Management) Semester-I

Course Code: BVAM-1113/ / BVRM-1126

Course Title	Course Type	Hours per week	Credit		Marks				Examination Time (in Hours)
		L-T-P	L-T-P	Total	Total	Ext.		CA	
						L	P		
Computer Fundamentals	S	1-0-2	1-0-1	2	50	25	15	10	3+3

Bachelor of Vocation (Animation) Semester-I
Bachelor of Vocation (Nutrition Exercise & Health) Semester-I
Bachelor of Vocation (Retail Management) Semester-I

Course Code: BVAM-1113/ BVNM-1126/ BVRM-1126

Course Title: Computer Fundamentals

Session: 2024-25

Course Outcomes:

On Completion of this course, the student will be able to:

CO1: To understand the basic functionality of various parts of computer and terminologies related to computers and peripherals

CO2: To work with Word documents and apply various formatting techniques, page setup, creation of tables and other functions required in day-to-day word processing tasks.

CO3: To be able to make presentations, adding graphics, charts, audio, video and applying various themes and transition effects required for making an effective PowerPoint presentation.

CO4: to understand internet terms like URL, browser, search engines, and using an email account.

Bachelor of Vocation (Animation) Semester-I
Bachelor of Vocation (Nutrition Exercise & Health) Semester-I
Bachelor of Vocation (Retail Management) Semester-I

Course Code: BVAM-1113/ BVNM-1126/ BVRM-1126

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L - T – P

1 – 0 –1

Time: 3 Hours

Max. Marks: 50

Theory: 25

Practical: 15

CA: 10

Instructions for Paper Setter –

Eight questions of equal marks (5 marks each) to be set, two from each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

UNIT- I

INTRODUCTION TO COMPUTERS: Concept of Data and Information, Data Processing, Computer: Definition, Components of Computer System, and functions of each component, Classification of computers, Applications of Computers in various fields, Hardware and software, Basic Input and output devices, Memory - Primary & Secondary, commonly used secondary Storage devices.

UNIT- II

Word processing: Opening & saving files, editing word documents, converting files to different format and printing documents.

Formatting Documents:

Text Formatting- Font styles, Font selection- style, size, color etc, Type face- Bold, Italic, Underline, Case settings, Highlighting, Special symbols,

Paragraph Formatting: Alignments, Indents, Line Spacing, Margins, Bullets & Numbers

Page Setup: Setting margins, layout, and orientation.

Creation of table: Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting

Spelling & Grammar, Headers and Footers, Page numbering, Table of Contents and Mail Merge.

UNIT- III

Introduction to presentation – Opening new presentation, Different presentation templates, setting backgrounds, selecting presentation layouts.

Different power point views: Normal, Outline, Slide sorter, Notes and Reading view.

Creating a presentation Setting Presentation style, Selecting Slide layout, and adding content

to the Presentation

Formatting a presentation - Adding style, Color, gradient fills, arranging objects, Adding Header & Footer, Slide Background.

Adding graphics and animation to the presentation- Inserting pictures, graphics, and videos into presentation, applying transition and animation.

Slide Show: Custom Slide show, Setup Slide show: use timing, rehearse timing and recording a presentation.

UNIT- IV

Internet: Definition, Uses of Internet-Definition of Web Addressing-URL, Web Browsers.

E-mail: Anatomy of E-mail, managing an e-mail account

Note for the Practical Examiner:

- a) Practical Exam is based on the syllabus covered in the subject.
- b) The question paper will be set on the spot by the examiner.

Suggested Readings:

1. Sinha P.K., "Computer Fundamentals", BPB Publications
2. Norton Peter, "Introduction to Computers", McGraw Hill Education
3. Rajaraman V (Author), Adabala N, "Fundamentals of Computers", Prentice Hall India Learning Private Limited
4. Peter Weverka, "Microsoft Office 2016 All-In-One for Dummies", Wiley
5. Joan Lambert Curtis Frye,"Microsoft Office 2016 Step by Step", Microsoft Press
6. Office Complete, BPB Publications