

Indira Kala Sangit Vishwavidyalaya, Khairagarh

Faculty of Arts
COMPUTER CENTRE

Subject : Computer Applications

Part A: Introduction			
Program: B.A./B.P.A.Hons./B.P.A./B.F.A./B.Voc.		Semester – I / II / III	Session: 2025 – 2026
1.	Course Code	ACOMPGE01	
2.	Course Title	Computer Study for Best Performance	
3.	Course Type	Generic Elective (GE)	
4.	Pre-requisite (if, any)	As per Program	
5.	Course Learning Objective	• To upgrade the basic knowledge of Computer. • To develop Documentation, Spreadsheet & Presentation Skill.	
6.	Course Learning Outcome (CLO)	• Bridge the fundamental concepts of computers with the present level of knowledge of the students. • Familiarize Operating Systems and Application Software (MS-Office) • It focuses on computer literacy that prepares students for life-long learning computer concepts and skills.	
7.	Credit Value	03 Cr	1 Credit = 15 hrs. Learning & Presentation
8.	Total Marks	Max. Marks: 100 (SEE : 70, CCE : 30)	Min. Marks: 40 (SEE : 28, CCE : 12)
Part B: Content of the Course			
Total No. of Teaching – Learning Periods (01 Hour per period)— 45 Periods (45 Hours)			
Unit	Name of Unit	Topics (Course contents)	No. of periods/ hrs.
I	Fundamentals of Computer	Desktop, Start button, Task bar, GUI, Shortcut Icons, My Computer, Recycle Bin, Windows explorer, Internet Explorer, My Documents, Control Panel, Disks, Drives, Files and Folders, Network Drive, Google Drive, Pen Drive, DVD, Compact Disk, SSD, Utility Software's, System Software's, Application Software's, Types of Operating System: DOS, Windows, UNIX and Linux, Types of Network, MS-Paint, Notepad and WordPad.	15

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	Documentation & Spreadsheet Software	MS-Word : Working with MS-Word: Creating, Saving, Printing and editing word documents, formatting documents, checking spelling & grammar, adding page number, footnote, Graphics, ClipArt, WordArt and Mail Merge. MS-Excel: Introduction to Spreadsheet, creation and their Application, Creating workbooks, working with data and tables, formatting and changing work book appearance, managing and hiding worksheets data, ordering and summarizing data, combining data from multiple sources, creating charts and graphs, protection of worksheet.	15
III	Presentation Software	MS-PowerPoint : Creating and managing slides and Presentation, entering and editing content on slides, presenting content in tables, Inserting, creating and managing graphics, adding sound and Animation to slides, reviewing, preparing and delivering presentation, Customizing & Sharing presentation.	15

Part C: Learning Resources

Learning resources: Text Books, Reference Books, online resources and others

1. B. RAM, Fifth Edition, Computer Fundamentals
2. V. Rajaraman, 4th Edition PHI, Fundamental of Computers
3. E. Balagurusami, "Fundamentals of Computers"
4. Dr. S. K. Miri, 1st Edition, Iterative International Publishers, Computer Fundamentals & MS-Office
5. P. K Sinha, 4th Edition BPB, Computer Fundamentals: Concepts, Systems and Applications

Part D: Assessment and Evaluation

Suggested Continuous Evaluation Methods :

Maximum Marks :	100	Minimum Marks	40
CCE (Continuous Comprehensive Evaluation)	30	Minimum Marks	12
SEE (Semester End Examination)	70	Minimum Marks	28
CCE (Continuous Comprehensive Evaluation)	Internal Exam to be conducted as per the subject. (Viva-voce & Presentation)		
SEE (Semester End Examination)	Three sections: Section A – Assignments. – 20 Marks Section B – Presentation. – 30 Marks Section C – Viva-Voce – 20 Marks		


(Prof. (Dr.) Mridula Shukla)
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1.	Course Code	ACOMPSEC01	
2.	Course Title	Graphics & Web Designer Assistant	
3.	Course Type	Skill Enhancement Course (SEC)	
4.	Pre-requisite (if, any)	As per Program	
5.	Course Learning Objective	- To upgrade the basic knowledge of Graphics & Web Designing. - To develop or design Website & Web portal.	
6.	Course Learning Outcome (CLO)	- Bridge the fundamental concepts of websites with the present level of knowledge of the students. - Familiarize web design tools and web portal. - It focuses on web literacy that prepares students for life-long learning website concepts and skills.	
7.	Credit Value	03 Cr	1 Credit = 15 hrs. Learning & Presentation
8.	Total Marks	Max. Marks: 100 (SEE : 70, CCE : 30)	Min. Marks: 40 (SEE : 28, CCE : 12)
Part B: Content of the Course			
Total No. of Teaching – Learning Periods (01 Hour per period)— 45 Periods (45 Hours)			
Unit	Name of Unit	Topics (Course contents)	No. of periods/ hrs.
I	Graphics & Web Site Design Principles	Concept of Graphics : Tips for designing Graphical Web Pages. Home Page : Structure of the Home Page, Introduction to HTML, Elements in HTML Documents, Basic HTML Tags, Structure of HTML Document: Title, Head and Body Sections. Background Color, Text Color, Hypertext Anchors, Paragraph, List, Images, Form design and table design tags, Internet explorer, Other Web Browsers, Internal and External Linking between Web Pages.	15
II	Website Design Advance Tools	XHTML, CSS, Extensible Markup Language (XML), Extensible Style sheet language (XSL), Python, PHP, Java script, JAVA, C#, Word press.	15

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Website and Web Portal	Concept of Website, Website standards, Domain Name Registration, Web Space allocation, Uploading / Downloading the website, Hosting, promotion of the web site, Web Site Promotion Search Engines, Web Servers, Introduction to Web Portal, Difference between Website and Web Portal.	15
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Part C: Learning Resources

Learning resources: Text Books, Reference Books, online resources and others

1. Introduction to HTML by Dr. O. P. Vyas et. al.
2. Web Portal Concept
3. Programming in Python by E Balagurusami
4. Programming in Java by E. Balagurusamy
5. PHP tutorials: <https://www.w3schools.com/php/default.asp>
6. <http://www.wordpress.com>
7. <https://www.geeksforgeeks.org/javascript/javascript-tutorial/>
8. [https://en.wikipedia.org/wiki/C_Sharp_\(programming_language\)](https://en.wikipedia.org/wiki/C_Sharp_(programming_language))

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