



AMITY UNIVERSITY

— UTTAR PRADESH —

FORMAT FOR COURSE CURRICULUM

Course Title: Computer Application I

Course Code: CSIT117

Credit Units: 3

L	T	P/S	SW/F W	TOTAL CREDIT UNITS
02	-	2	-	03

Course Objectives: This course will expose students to developments in computer technology and understand the working of a computer system. It will introduce end-user computing and build skills in using IT and understanding various technologies like internet, telecom, DBMS concepts, e-commerce etc. The course will expose the students to the latest trends in computer.

Pre-requisites: Basic knowledge of Computer

Student Learning Outcomes:

- Acquaint the students with the basics of computers system, its components, data representation inside computer
- Student should be able to design all type of documentation. Analyze the data using Excel, create impressive presentations
Using Power point and design the database for the company using MS-Access.
- Student will be able recognize the importance of e-Commerce, M-Commerce and e-governance
to improve the services provided by the any company
- Student should be able to identify Security Threats to the data and remedies

Course Contents/Syllabus:

	Weightage (%)
Module 1 : Introduction to computer	10%
Computer fundamentals: Computer generations, Input output devices, Processor and storage devices, computer software (System software, Computer languages, application software)., planning the computer program . System implementation and operations.	
Module II: Ms Office	30%
Ms –Word: Basic Features, Mail Merger, Document mapping, Header and footer, Formula, Sort Document protection, Macro and track changes etc)	
Ms –Excel : Basic calculation , In built functions(count,max,min,average,if,counta,vlookup,Hlookup) , Macro, pivot table, data sorting, filter, validation, subtotal, goal seek, scenario manager, Formula auditing, sheet protection, Conditional Formatting etc	
Ms – Power point: Creation an effective presentation using different features of Power Point	
Module III: Database management System	10%
Introduction to DBMS, Benefits of DBMS over traditional file system, Types of DBMS, Application of DBMS using MS-ACCESS as tool for understanding of DBMS concepts. SQL Query handling, Forms, Reports and Query	
Module IV: Telecommunications and Computer Networks	10%
Networked Enterprise :- Components, Types of networks, Advantages of Network Environment, Business Uses of Internet, Intranet and Extranet, Distributed/Cloud/Grid Computing, GPRS, 3G & 4G technologies, VOIP and IPTV	
Module V: Electronic Commerce Systems	10%
Introduction to e-Commerce and M-Commerce, Advantages and Disadvantages of each. Concept of B2B, B2C, C2C, with examples. Concept of Internet Banking and Online Shopping, Electronic Payment Systems.	
Module VI: - e-governance	20%

Concept of e-governance , World Perspective , Indian Perspective , Technologies for e-governance , e-governance as an effective tool to manage the country's citizens and resources, Advantages and Disadvantage of E-governance, Discussion on e-chaupal, Bhoomi E governance projects.	
Module VII: Security Management	10%
The Information Security, System Vulnerability and Abuse, Security Threats (Malicious Software , Hacking etc.) and counter measure . Definition of Cyber Crime and Types. Antivirus, Firewalls, Anti-Spyware	

Pedagogy for Course Delivery:

Lectures: 41
Presentation/ Seminar: 2
Class Test: 2
Total: 45

Lab/ Practical details

Practical: 30

List of Experiments:

Microsoft Excel

- Preparation of Excel Sheet using basic in built function like max, min, average, count, countA, Sumif, countif, Hlookup, VLookup
- Preparation of Excel Sheets using tool like sorting, Filtration (Auto & advanced) , Sheet Protection, Linking of Sheets, Pivot Table, Conditional Formatting, Auto Sum, Define Names, Trace dependent, Trace precedent, Data validation, Subtotals, Creation of Different types of Charts, Automation using Macro

Microsoft Word.

Basic features of Ms Word, Header, Footer, Hyperlink, Page breaks, mail merge, Creating Tables (Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, formula), Tools (Word Completion, Spell Checks, Macros, Mail merge Templates, Using Wizards, Tracking Changes, Security

Microsoft Power Point

Introduction: **Opening new Presentation, Different presentation templates, setting backgrounds, selecting presentation layouts.**

Creating a presentation: **Setting presentation style Adding Text to the presentation**

Formatting a presentation: **Adding style, Color, gradient fills Arranging objects, Adding Header & Footer, Slide Background, Slide layout**

Adding Graphics to the presentation: **Inserting pictures, movies, tables, etc into the presentation, Drawing Pictures using Draw**

Adding effects to the presentation: **Setting Animation & transition effect**

Microsoft Access:

Creation of Tables, implementation of integrity constraints, SQL statements (Insert, delete , update), Sub query, joins, parameterized query, Setting relationship, importing data, creation

Different types of query (insert, Delete, update, make table, crosstab), creation of forms and reports

Assessment/ Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
75	25	70

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment						End Term Examination
Components (Drop down)	Class Test 1	Class Test 2	Home Assignment	Presentation/ Seminar	Attendance	
Weightage (%)	5	10	5	5	5	70

Lab/ Practical/ Studio Assessment:

	Continuous Assessment/Internal Assessment				End Term Examination			
Components (Drop down)	Performance	Lab record	viva	Attendance	Lab record	Performance	Viva	Total
Weightage (%)	10	10	5	5	10	30	30	70

Text & References:

Text:

- Computer Fundamentals (Sixth Edition),Pradeep K. Sinha,Priti Sinha,BPB
- Norton P (2010), Introduction to Computers, Tata McGraw-Hill
- Excel 2007 Made Simple, Power Point 2007 Made Simple, BPB Publication.
- SAMS Microsoft Access 2000 in 21 Days, Teach yourself.

References:

- Morley D & Parker CS (2009), Understanding Computers – Today and Tomorrow, Thompson Press
- Jawadekar, WS (2009); Management Information System; Tata Mc Graw Hill
- O’Brein, JA (2009); Introduction to Information Systems; Tata Mc Graw Hill