	Course Title: **Basic Computer Skills Lab**		
	Scheme (L:T:P) : **0:2:4**	Total Contact Hours: **78**	Course Code: **15CS11P**
	Type of Course: **Tutorial and Practical's**	Credit :**03**	Core/ Elective: **Core**
CIE- 25 Marks			SEE- 50 Marks

Pre-requisite

Knowledge of English comprehension.

Course Objectives

Will learn and understand the Basics of Computers and apply the application tools like word processor, spread sheet and presentation.

Course Outcome

On successful completion of the course, the students will be able to attain CO:

	Course Outcome	Experiment linked	CL	Linked PO	Teaching Hrs
CO1	Understand and identify the models, components of a computer along with its connections, operating system concepts along with internet operation	*1-7*	*U*	1,2,3,4,8,10	15
CO2	Demonstrate skills using word processor	*8-13*	*A*	1,2,3,4,8,9,10	24
CO3	Demonstrate skills using spreadsheet presentation	*14-18*	*A*	1,2,3,4,8,9,10	24
CO4	Demonstrate skills using presentation	*19-21*	*A*	1,2,3,4,8,9,10	15
				Total sessions	78

Legends: R = Remember U= Understand; A= Apply and above levels (Bloom's revised taxonomy)

Course-PO Attainment Matrix

Course	Programme Outcomes									
	1	2	3	4	5	6	7	8	9	10
Basic Computer Skills Lab	3	3	3	3	-	-	-	3	3	3

Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.

Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.

If ≥40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3

If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2

If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1

If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

Tutorials and Practice

Unit – I

Computer hardware and software
1. Identify and understand the models of Computers, Identify and understand front panel switches and back panel connections of a Computer system, Identify and understand the physical components of a Computer.
2. Conduct computer system connection and understand the booting process.
3. Study and Practice of Basic DOS Commands.
4. Familiarization of GUI based Operating System Environment.
5. Practice creating Icons and Folders, Creating/Opening of file, Editing and saving the document, Copy, Cut and Paste operations, built-in utilities of OS like – Text Editors, Paint, Calculator, etc.
6. Practice browsing of different sites using Search Engine.
7. Practice Creating E-Mail accounts, Sending, Receiving of E-Mails.

Unit –II

Word Processing
8. Create a Business Letter and Personal Letter.
9. Create a Company Letter head.
10. Create a Simple Newsletter with minimum three columns. Insert a Clip Art in the Newsletter.
11. Create a Resume for a Job Application.
12. Create the Cover Page of a Project Report (use Word Art, insert Picture Image).
13. Prepare the class time table of your class.

Spreadsheet
14. Create a worksheet with five columns. Enter ten records and find the sum of all columns using auto sum feature.
15. You have a monthly income of Rs.11000. Your monthly expenditures are: Rent- Rs 3500, Food- Rs. 1500, Electricity- Rs.110, Phone- Rs. 160, and Cable TV-Rs. 300. Prepare a worksheet with the Monthly Income, the Monthly Expenditures listed and summed, monthly savings amount (what's left over each month) calculated, and the amount saved per day (assuming 30 days in a month).
16. Create a worksheet containing the Pay details (containing Basic pay, DA, HRA ,Other Allowance , Deductions- PF, PT, Insurance, Gross and Net salary) of the Employees using Formulas.
17. Create a Simple Bar Chart to highlight the sales of a company for three different periods.
18. Create a Pie Chart for a sample data and give legends.

Presentation
19. Using presentation tool, Create a simple Presentation consisting of 4-5 slides about Input and Output Devices.
20. Create a presentation about a Book containing Title, Author, Publisher and Contents.
21. Create an automated (with timings & animation) Presentation with five slides about different Models of Computers. Use Presentation tool.

Mini-Project [CIE- 05 Marks]

Prepare a mini project of a minimum of 5 pages of report, using the above concepts of Unit-I and/or Unit-II

References

1. Computer Fundamentals Concepts, Systems, Application, D.P.Nagapal, S.Chand Publication, RP-2014, ISBN: 81-219-2388-3
2. http://www.tutorialsforopenoffice.org/
3. http://www.libreoffice.org/get-help/documentation/

Software Tools

Any open source tool or equivalent proprietary tools

Course Delivery

The course will be delivered through tutorials of two hours and four hours of hands on practice per week.

Course Assessment and Evaluation Scheme

Method	What		To whom	When/Where (Frequency in the course)	Max Marks	Evidence collected	Course outcomes
DIRECT ASSESSMENT	CIE (Continuous Internal Evaluation)	IA Tests	Students	Two Tests (average of two tests will be computed)	10	Blue books	1,2,3,4
				Record Writing (Average marks of each exercise to be computed)	10	Record Book	1,2,3,4
				Mini Project	05	Report	1,2,3,4
				TOTAL	**25**		
	SEE (Semester End Examination)	End Exam		End of the course	50	Answer scripts at BTE	1,2,3,4
INDIRECT ASSESSMENT	Student Feedback on course		Students	Middle of the course		Feedback forms	1, 2 Delivery of course
	End of Course Survey			End of the course		Questionnaires	1,2,3, 4 Effectiveness of Delivery of instructions & Assessment Methods

CIE – Continuous Internal Evaluation   **SEE** – Semester End Examination

Note:

1. I.A. test shall be conducted as per SEE scheme of valuation. However obtained marks shall be reduced to 10 marks. Average marks of two tests shall be rounded off to the next higher digit.

2. Rubrics to be devised appropriately by the concerned faculty to assess Student activities/Mini Project..

Questions for CIE and SEE will be designed to evaluate the various educational components (Bloom's taxonomy) such as:

Sl. No	Bloom's Category	%
1	Remembrance	10
2	Understanding	20
3	Application	70

Format for Student Activity / Mini project Assessment

DIMENSION	Unsatisfactory 1	Developing 2	Satisfactory 3	Good 4	Exemplary 5	Score
Collection of data	Does not collect any information relating to the topic	Collects very limited information; some relate to the topic	Collects some basic information; refer to the topic	Collects relevant information; concerned to the topic	Collects a great deal of information; all refer to the topic	3
Fulfill team's roles & duties	Does not perform any duties assigned to the team role	Performs very little duties	Performs nearly all duties	Performs all duties	Performs all duties of assigned team roles with presentation	4
Shares work equally	Always relies on others to do the work	Rarely does the assigned work; often needs reminding	Usually does the assigned work; rarely needs reminding	Does the assigned job without having to be reminded.	Always does the assigned work without having to be reminded and on given time frame	3
Listen to other Team mates	Is always talking; never allows anyone else to speak	Usually does most of the talking; rarely allows others to speak	Listens, but sometimes talk too much	Listens and contributes to the relevant topic	Listens and contributes precisely to the relevant topic and exhibit leadership qualities	3
					TOTAL	13/4=3.25=4

All student activities should be done in a group of 4-5 students with a team leader.

Scheme of Evaluation for End Exam

SN	Scheme	Max. Marks
1	Testing Skills/ Abilities from Unit - I	10
2	Writing steps on any one from Unit -II	10
3	Execution	10
4	Presentation of Result	10
5	Viva voce	10
	Total	**50**

Note:
1. Candidate shall submit Lab Record for the Semester End Examination.
2. Student shall be allowed to execute directly even if he / she is unable to write the procedure
3. In case of change in experiment or no write up, marks will not be awarded for writing procedure/steps.

Resource Requirements for Basic Computer Skills Lab
(For an Intake of 60 Students [3 Batches])

Hardware requirement

Sl. No.	Equipment	Quantity
1	PC systems (latest configurations with speakers)	20
2	Laser Printers	03
3	Networking (Structured) with CAT 6e / Wireless 24 Port switches / Wireless Router I/O Boxes for networking (as required)	03
4	Broad Band Connection	01

Software Requirement:
Linux, Libre Office/Open Office/ Kingsoft Office/ any equivalent software.

Note: Student: Computer ratio in the Lab should be strictly **1:1** for a batch of twenty Students.

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Note: *One Question from Unit-I and Unit-II*

UNIT-I

1. Identify Physical components of a Computer System.
2. Demonstrate Internal and External DOS Commands and differentiate between them.
3. Create and Rename the file using DOS Commands.
4. Create a directory and copy a file inside the directory using DOS Commands.
5. Demonstrate the basic formatting features in Text Editors.
6. Create two file in a folder and place the shortcut of these files on the desktop.
7. Demonstrate how search engine may be used in browsing Internet.
8. Create an E-mail account
9. Create and Send an E-mail with a picture attachment.
10. Demonstrate how documents can be downloaded using Internet.

UNIT-II

11. Using Word Processor Application create a Business Letter.
12. Using Word Processor Application create a Personal Letter.
13. Using Word Processor Application create a letter head for company.
14. Using Word Processor Application create a Simple Newsletter with minimum of three columns. Insert a Clip art in the newsletter.
15. Using Word Processor Application create a Resume for a Job application.
16. Using Word Processor Application create the cover page of a Project Report (use Word Art, insert Picture Image).
17. Prepare the class time table for your class using Word Processor Application.
18. Using Spreadsheet Application, create a worksheet with five columns. Enter ten records and find the sum of all columns using auto sum feature.
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