

VOC-102: Basic Computing

(2 Credits: 50 Marks)

Learning Objectives

1. To facilitate the students to study Instructional Designing theories, basic IT skills using application software tools,
2. To facilitate the students to make functional use of IT skills in teaching – learning process.

Learning Outcomes

On completion of the course, students should be able to –

1	Extend the knowledge of basic and advanced tools of Word Processing, Spreadsheet, Presentation Graphics, DBMS, and Internet in MS-Office for specific tasks
2	Apply Word Processing tools to create Notice, Application
3	Use Spreadsheet tools to create and manage attendance sheets
4	Demonstrate Presentation Graphic tools to create, modify and refine presentation
5	Implement DBMS tools to create/modify tables/forms, reports
6	Apply search engines and write e-mails

Software for Hands-on:

- Windows Vista
- MS Office 2007
- Internet Explorer
- Online collaboration tools

Course Contents:

Module - I: Word Processing

(6 Hrs)

- Overview of Word Processing
- Creating and Editing a Document (Exercise 1 - Creating Notice)
- Revising and Refining a Document (Exercise 2 - Revise your notice)
- Using Additional Word Features (Exercise 3 – Creating notice for different classes)
- Changing the Display of the Document (Exercise 4 - Changing the display of your notice)
- Using Mail Merge (Exercise 5 – Sending notice using Mail Merge)
- Using Standard Templates (Exercise 6–Create notice using standard templates)
- Word Processing in Other Languages (Exercise 7 - Creating a notice in Marathi)

Module - II: Spreadsheet and Presentation Graphics

(8 Hrs)

- Overview of Excel
- Creating and Editing (Exercise 1 – Creating attendance sheet)
- Using Charts (Exercise 2 – Creating a chart)
- Managing a Workbook (Exercise 3 – Managing Attendance Sheet)
- Overview of Presentation Graphics

- Creating a Presentation (Exercise 1 – Creating a Annual Day Presentation)
- Modifying and Refining a Presentation (Exercise 2 – Modifying and Refining Presentation)
- Using Advanced Presentation Features (Exercise 3 – Advanced Features for Presentation)

Module - III: Database Management Systems

(8 Hrs)

- Overview
- Creating a Database (Exercise 1 – Creating a Student Database)
- Modifying a Table (Exercise 2 – Modifying a Student Database)
- Creating Forms (Exercise 3 – Creating Form for Student Database)
- Queries and Reports (Exercise 4 – Creating Report)
- Protecting the Database (Exercise 5 – Protecting a Student Database)

Module - IV: Internet

(8 Hrs)

- Internet Basics
- Navigating the Web (Exercise 1 – Navigating the web site)
- Finding Information on the Web (Exercise 2 – Searching result on the web)
- Communication Using E-Mail (Exercise 3 – Communicate result to your friends)

Module - V: Tutorials, assignments and presentation based on Module I to IV

References:

1. Microsoft Office Word 2007 a Beginners Guide: A Training Book of Microsoft Word 2007, By W.R. Mills, United States of America, Bloomington, Indiana.
2. Microsoft Office Word 2007: Illustrated Co: Illustrated Complete, By Jennifer A. Duffy, Carol M. Cram
3. Sams Teach Yourself Microsoft Office 2007 All in One, By Greg Perry
4. Microsoft Office Excel 2007: Comprehensive Concepts and Techniques, By Greg B. Shelly, Thomas J. Cashman, Jeffrey J. Quasney.
5. Microsoft Office Power Point 2007: Illustrated Introductory: Introductory, By David Beskeen
6. Microsoft Office Power Point 2007: Top 100 Simplified Tips & Tricks, By Paul McFedries.
7. Microsoft Office Access 2007: Comprehensive Concepts and Techniques, By Thomas J. Cashman, Philip J. Pratt
8. New Perspectives on Microsoft Office Access 2007, Comprehensive, Joseph J. Adamski, Kathleen T. Finnegan
9. Basic Internet, By O.H.U. Heathcote
10. Microsoft Office 2007 Power Point: A Training Book for Microsoft Power Point 2007, By W. R. Mills