Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
Shri Vaishnav Institute of Technology and Science
Choice Based Credit System (CBCS) in the Light of NEP-2020
Generic Elective

COURSE-CODE	CATE-GORY	COURSE NAME	TEACHING &EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
GUEE204		**Computing Essentials**	60	20	20	0	0	4	0	0	4

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical; **C** - Credit.
*****Teacher Assessment** shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Educational Objectives (CEOs):
This course introduces students to essential computing skills, including proficiency in MS Office tools, understanding computer hardware components, and navigating the internet effectively. It prepares students to handle common computing tasks efficiently in academic and professional settings.

Course Outcomes (COs):
By the end of this course, students will:
1. Master the basics of MS Office tools, including Word, Excel, and PowerPoint.
2. Gain an understanding of computer hardware and its components.
3. Develop skills for effective internet usage and online collaboration.
4. Learn fundamental troubleshooting and maintenance of computer systems.
5. Understand the basics of cybersecurity and safe internet practices.

Unit 1: Fundamentals of Computers and Hardware
- Introduction to computers: History, types, and applications
- Overview of hardware components: Input/output devices, CPU, memory, and storage
- Setting up and maintaining a computer system
- Basics of operating systems (e.g., Windows)

Unit 2: MS Word - Document Processing
- Overview of MS Word interface and features
- Creating, editing, and formatting documents
- Inserting tables, images, charts, and hyperlinks
- Using templates, headers/footers, and page layouts
- Track changes and collaboration tools

Unit 3: MS Excel - Data Management and Analysis
- Basics of MS Excel: Interface, worksheets, and navigation
- Working with formulas and functions (SUM, AVERAGE, IF, VLOOKUP, etc.)
- Creating and formatting charts
- Sorting, filtering, and pivot tables
- Data analysis techniques

Chairperson	Chairperson	Controller of Examinations	Joint Registrar
Board of Studies	Faculty of Studies	Shri Vaishnav Vidyapeeth	Shri Vaishnav Vidyapeeth
Shri Vaishnav Vidyapeeth	Shri Vaishnav Vidyapeeth	Vishwavidyalaya, Indore	Vishwavidyalaya, Indore
Vishwavidyalaya, Indore	Vishwavidyalaya, Indore		

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Unit 4: MS PowerPoint - Presentation Skills
- Introduction to PowerPoint interface and tools
- Designing professional presentations with templates
- Adding multimedia: Images, videos, and animations
- Slide transitions and timing
- Delivering and sharing presentations

Unit 5: Internet Basics and Cybersecurity
- Understanding the internet: Browsers, search engines, and email
- Effective internet search techniques and online research
- Basics of cloud computing and online storage tools (Google Drive, OneDrive)
- Cybersecurity fundamentals: Passwords, phishing, malware, and safe browsing
- Introduction to online collaboration tools (Google Workspace, MS Teams)

Lab Experiments:
1. Identifying hardware components
2. Installing and configuring operating systems
3. Create a professional document with formatting and visual elements
4. Collaborate on a shared Word document
5. Create a budget spreadsheet using formulas and charts
6. Analyze data with pivot tables
7. Create a presentation on a given topic using animations and multimedia
8. Deliver a short presentation using the slides created
9. Set up an email account and compose professional emails
10. Use cloud storage for file sharing and collaboration

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