



UG- LIFE SKILL COURSE

Semester	Course Code(LS)	Course Title	Hrs/Sem	Hrs/Wk	Credits	Sem - End Exam (2Hrs)
I	Life Skill Course	Basic Computer Applications	30	2	2	50

Objectives:

This course aims at providing exposure to students in skill development towards basic office applications.

Course Learning Outcomes:

After successful completion of the course, student will be able to:

- Demonstrate basic understanding of computer hardware and software.
- Apply skills and concepts for basic use of a computer.
- Identify appropriate tool of MS office to prepare basic documents, charts, spreadsheets and presentations.
- Create personal, academic and business documents using MS office.
- Create spreadsheets, charts and presentations.
- Analyze data using charts and spread sheets.

UNIT-I:

(08 hrs)

Basics of Computers: Definition of a Computer - Characteristics of computers, Applications of Computers – Block Diagram of a Digital Computer – I/O Devices, hardware, software human ware, application software, system software, Memories - Primary, Auxiliary and Cache Memory.

MS Windows – Desktop, Recycle bin, My Computer, Documents, Pictures, Music, Videos, Task Bar, Control Panel.

UNIT-II:

(08 hrs)

MS-Word : Features of MS-Word - MS-Word Window Components - Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Mail Merge.

UNIT-III:

(10 hrs)

MS-Excel : Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Inserting Rows/Columns – Changing column widths and row heights, Formulae, Referencing cells, Changing font sizes and colors, Insertion of Charts, Auto fill, Sort.

MS-PowerPoint: Features of PowerPoint – Creating a Presentation - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures -Inserting Other Objects, Audio, Video - Resizing and scaling of an Object – Slide Transition – Custom Animation.

RECOMMENDED CO-CURRICULAR ACTIVITIES:

(04 hrs)

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside a. the syllabus content. Shall be individual and challenging)
2. Student seminars (on topics of the syllabus and related aspects (individual activity))
3. Quiz, Group Discussion
4. Solving MCQ's available online.
5. Suggested student hands on activities:

- Create two folders, Rename the folder, create two files each using notepad and paint, move the files from one folder to another folder, delete a file you have created, copy and paste text within notepad.
- Create a letter head for your college with watermark, your resume, visiting card, brochure for your college activity, organization chart for your college, any advertisement, Prepare your Class time table.
- Prepare your mark sheet, Prepare your class time table, Prepare a salary bill for an organization, Sort the bill as per the alphabetical order of the names, Get online weather data and analyze it with various charts.
- Create a PowerPoint presentation for a student seminar.



UG- LIFE SKILL COURSE

MODEL QUESTION PAPER

LIFE SKILL COURSE

Semester : I

BASIC COMPUTER APPLICATIONS

Time: 2Hrs.

Max. Marks: 50

Section -A

Answer any **four questions**. Each answer carries **5 marks**.

4 x 5M = 20M

1. Write the Applications of Computers.
2. Describe the usage of Control Panel.
3. Write the Features of MS-Word.
4. How to insert Headers, Footers and Page Numbers in MS-Word?
5. How to create Charts in MS-Excel.
6. How to Sort and Filter elements in MS-Excel.
7. How to insert objects, audio and video in MS-PowerPoint.
8. Write about Slide Transition and Custom Animation.

Section -B

Answer **all the questions**. Each answer carries **10 marks**.

3x10M = 30M

9. Draw and explain the block diagram of Computer.

(OR)

10. Explain different types of Memories.
11. Explain about how to create a Table and Insert a chart to illustrate and compare data in MS-Word.

(OR)

12. Explain the procedure of Mail Merge with example.
13. Prepare a Marks Table with Total, Percentage and Result using Formulae in MS-Excel.

(OR)

14. Write the procedure to prepare a presentation with different animations in MS-PowerPoint.



UG- LIFE SKILL COURSE
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
(w.e.f. 2020-2021 A.Y.)

Semester	Course Code (LS)	Course Title	Hrs/Sem	Hrs/wk	Credits	Sem End Exam (2 hrs)
II	Life skill course	Information and Communication Technology (ICT)	30	2	2	50 Marks

Objectives: This course aims at acquainting the students with basic ICT tools which help them in their day to day and life as well as in office and research.

Course outcomes: After completion of the course, student will be able to;

- Understand the literature of social networks and their properties.
- Explain which network is suitable for whom.
- Develop skills to use various social networking sites like twitter, flickr, etc.
- Learn few GOI digital initiatives in higher education.
- Apply skills to use online forums, docs, spreadsheets, etc for communication, collaboration and research.
- Get acquainted with internet threats and security mechanisms.

UNIT-I: Fundamentals of Internet: What is Internet?, Internet applications, Internet Addressing – Entering a Web Site Address, URL–Components of URL, Searching the Internet, Browser–Types of Browsers, Introduction to Social Networking: Twitter, Tumblr, LinkedIn, Facebook, flickr, Skype, yahoo, YouTube, WhatsApp.

UNIT-II: E-mail: Definition of E-mail -Advantages and Disadvantages –User Ids, Passwords, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management. G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Google forms.

UNIT-III: Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirus software, Firewalls, Cryptography, Digital signatures, Copyright issues. What are GOI digital initiatives in higher education? (SWAYAM, Swayam Prabha, National Academic Depository, National Digital Library of India, E-Sodh-Sindhu, Virtual labs, e-acharya, e-Yantra and NPTEL).

RECOMMENDED CO-CURRICULAR ACTIVITIES: Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/ independent and group learning.

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging)
2. Student seminars (on topics of the syllabus and related aspects (individual activity))
3. Quiz and Group Discussion
4. Slip Test
5. Try to solve MCQ's available online.
6. Suggested student hands on activities:
 - a. Create your accounts for the above social networking sites and explore them, establish a video conference using Skype.
 - b. Create an Email account for yourself- Send an email with two attachments to another friend. Group the email addresses use address folder.
 - c. Register for one online course through any of the online learning platforms like NPTEL, SWAYAM, Alison, Codecademy, Coursera. Create a registration form for your college campus placement through Google forms.

Reference Books:

1. In-line/On-line: Fundamentals of the Internet and the World Wide Web, 2/e –By Raymond Green law and Ellen Hepp, Publishers: TMH
2. Internet technology and Web design, ISRD group, TMH.
3. Information Technology – The breaking wave, Dennis P.Curtin, Kim Foley, Kunai Sen and Cathleen Morin, TMH.



MODEL QUESTION PAPER

LIFE SKILL COURSE

Semester: II

INFORMATION & COMMUNICATION TECHNOLOGY

Time: 2Hrs.

Max. Marks: 50

Section -A

Answer any **four questions**. Each answer carries **5 marks**.

4 x 5M = 20M

1. Write the Applications of Internet.
2. Write the advantages of Email.
3. Write the Features of Excel.
4. Write History of Internet.
5. Write about Firewalls.
6. Discuss about Domain Names
7. Write about any four social networking applications.
8. Write about Digital Signatures.

Section- B

Answer **all the questions**. Each answer carries **10 marks**.

3x10M = 30M

9. What is URL? Discuss components of URL.
(OR)
10. Explain about different types of Browsers with examples.
11. Explain about Mail Management.
(OR)
12. Explain about G-Suite.
13. What are the GOI digital initiatives of Higher Education? Discuss.
(OR)
14. Explain about Email Threats and Secure Email.