

Detailed Syllabus

Curriculum Designed for: UG		Grant-In-Aid
Semester:1	Course No.:114	Course Code: DSC-MDC-COMP Course Title: Introduction to Computer Systems and Communications using Word Processor
Credits:	04 (Theory 50% Practical 50%)	Course Category:-Multidiscipline

Course Objectives:

Number	Objective
Objective 1:	Develop understanding of computer fundamentals, including hardware and software
Objective 2:	Enable effective use of Windows OS for file management and system operations
Objective 3:	Build proficiency in Microsoft Word for document creation and formatting
Objective 4:	Introduce advanced word processing features such as Mail Merge, tables, and graphics
Objective 5:	Enhance digital literacy and confidence in using technology
Objective 6:	Develop practical problem-solving skills through hands-on exercises
Objective 7:	Promote self-learning through online resources and MOOC platforms

Course Outcomes: On successful completion of the course, the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
CO1	REMEMBERING	Understand basic computer concepts and components
CO2	UNDERSTANDING	Apply file management and digital work environment skills
CO3	APPLYING	Create and format professional documents using MS Word
CO4	APPLYING	Use advanced features such as tables, mail merge, and styles
CO5	ANALYSINF	Demonstrate digital safety and ethical practices
CO6	IMPLEMENTING	Utilize digital tools for academic tasks and self-learning

Course Contents:

Unit No.	Unit Contents	Sessions Allotted
1	<p>Introduction to Computer Systems and Components</p> <p>Computer Basics</p> <ul style="list-style-type: none"> • Computer systems: concept and evolution • Types of computers • Key characteristics of computers • Applications of computers <p>Components of Computer System</p> <ul style="list-style-type: none"> • Basic components: CPU, VDU, keyboard • Memory types • I-P-O cycle • Hardware and software concepts • Types of software • Classification of computer systems <p>Input/Output and Storage Devices</p> <ul style="list-style-type: none"> • Input and output devices • Storage devices • Storage units • Overview of computer languages 	15
2	<p>Introduction to Operating Systems</p> <p>Windows OS</p> <ul style="list-style-type: none"> • Understanding operating systems (concept + role, not deep theory) • Navigating desktop, applications, and user interface • File and folder management (create, organize, rename, move, search) • File formats and extensions • Introduction to cloud storage (Google Drive / OneDrive) • Sharing files and basic collaboration • System settings and basic troubleshooting • Digital safety: passwords, phishing awareness, safe usage 	15
3	<p>Introduction to Word Processor — MS Word I</p> <p>Fundamentals of MS Word</p> <ul style="list-style-type: none"> • Introduction to MS Word: features and user interface 	

	<ul style="list-style-type: none"> • Document operations: creating, opening, saving, and managing files • Text formatting: font styles, sizes, colors, alignment, and paragraph formatting • Page layout: orientation, margins, page size, headers, and footers • Text editing: selecting, modifying, and applying basic formatting (bold, italics, underline, highlight, text case) • Paragraph formatting: line spacing, indentation, alignment, bullets, numbering, and hanging indents • Working with images: inserting, resizing, positioning, and applying styles • Headers, footers, and page numbering: insertion, customization, and pagination control 	15
4	<p>Advance Features of Word Processor — MS Word II</p> <p>Advanced MS Word Features</p> <ul style="list-style-type: none"> • Tables: creating, modifying rows and columns, cell merging/splitting, table formatting, and basic data handling • Document proofing and review: spell check, grammar tools, thesaurus, track changes, comments, and collaboration features • Document design and styles: themes, styles, and templates for consistent formatting • Printing and publishing: print settings, preview, and exporting documents in formats such as PDF and DOCX • Mail merge: creating form letters, envelopes, labels, and bulk communications • Advanced graphics and media: inserting shapes, SmartArt, and multimedia elements • Table of contents and indexing: creating, updating, and managing TOC and index 	15

REFERENCES:

1. *Discovering Computers* – Misty E. Vermaat
2. *Windows 10/11 Simplified* – Paul McFedries
3. *Microsoft Word 2021 Step by Step* – Joan Lambert
4. *Word 2019 for Dummies* – Dan Gookin
5. *Microsoft Office Basics* – Sanjay Saxena

E- LEARNING RESOURCES Category

Name of platform	Resources
Official Platforms	Microsoft Learn, Google Workspace Learning Center
MOOCs	SWAYAM, NPTEL, DIKSHA
Video Learning	Topic-based tutorials and curated content
Practice Tools	Sample datasets, assignments via LMS / Google Classroom
Collaboration Tools	Google Drive, OneDrive, Google Sheets