Kurukshetra University, Kurukshetra

SCHEME OF COMPUTER AWARENESS TO BE INTRODUCED AT UNDER GRADUATE LEVEL

Paper Code	Paper Name	Maximum Marks	Pass Marks	Examination Duration
COMPUTER AWARENESS (LEVEL – I)				
L1 – (I)	Basic Computer Education	100	35	3 hours
L1 – (II)	Software Lab – I	100	35	3 hours
COMPUTER AWARENESS (LEVEL – II)				
L2 – (I)	PC Software & ICT	100	35	3 hours
L2 – (II)	Software Lab – II	100	35	3 hours
COMPUTER AWARENESS (LEVEL – III)				
L3 – (I)	Web Designing	100	35	3 hours
L3 – (II)	Software Lab – III	100	35	3 hours

Important Instructions:

1. The theory question paper will be provided by the University.

2. The practical question paper will be set by the examiner on the spot.

3. The workload for theory paper is three periods per week.

4. The practical of students will be held in groups.

5. Each practical group will comprise of 20 students in Level-I and 15 students in Level-II and Level III respectively.

6. The workload for practical paper is three periods per group per week.

Anita
Principal
Govt. College
Birohar (Jhajjar)

COMPUTER AWARENESS (LEVEL – I)

L1 – (I) BASIC COMPUTER EDUCATION

Max. Marks: 100
Exam Duration: 3 Hrs

Pass Marks: 35
Workload: 3 periods/week

Note: The examiner will set total 10(ten) questions covering the entire syllabus. Student will attempt any five questions. All questions will carry equal marks.

Computer: Definition, Characteristics, Applications, Components of Computer System, Input/Output Devices, Concept of Memory, Magnetic and Optical Storage Devices.
Operating System- Windows: Definition & Functions of Operating System, Basic Components of Windows, Exploring Computer, Icons, taskbar, desktop, managing files and folders, Control panel – display properties, add/remove software and hardware, setting date and time, screensaver and appearance.
Word Processing: Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros.
Computer Communication: Internet and its applications, Surfing the Internet using web browsers, Creating Email Id, Viewing an E-Mail, Sending an E-Mail to a single and multiple users, Sending a file as an attachment.

REFERENCES BOOKS
1. Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB
2. Dromey, R.G., How to Solve it By Computer, PHI
3. Microsoft Office – Complete Reference – BPB Publication

L1 – (II) SOFTWARE LAB – I

Max. Marks: 100
Exam Duration: 3 Hrs

Pass Marks: 35
Workload: 3 periods/week

Windows Operating System and Word Processing
Practical exposure as per theory syllabi
Computer Communication
1. Connect the Internet, Open any website of your choice and save the Web Pages.
2. Search any topic related to your syllabi using any search engine and download the relevant material.
3. Create your E-Mail ID on any free E-Mail Server, Login through that and implement various operations provided in it.

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