



SILVER OAK UNIVERSITY

Silver Oak Institute of Science

Bachelor of Science Physics

Course Name: Introduction to Basic IT Tools

Course Code: 2050003196

Semester: 1st

Prerequisite:

1. Basic Knowledge and understanding of Computers.

Course Objectives:

1. To enable students to develop IT skills that are a prerequisite in today's work environment.
2. To equip them with basic computing skills that will enhance their employability in general.
3. To enable the student to analyze and present information in a meaningful manner.

Teaching Scheme:

Teaching Scheme				
L	T	P	Contact Hours	Credit
2	0	0	2	2

Contents:

Unit	Topics	Teaching Hours	% Weightage
1	Basic Concept of Computers Introduction, different components of computer, basic design of computer.	7	25
2	Introduction to Microsoft Office Windows operation: Customizing the interface, windows explorer, computer upkeep & Utilities Office operation Microsoft word: concept of toolbar, character, paragraph document formatting, drawing toolbar, header footer, document editing, page setup, shortcut keys, text & graphics. Microsoft excel: concept of spreadsheets, creating worksheet, well formatted documents, concept of row, column, cell & formula bar, using function, using shortcuts, chart, conditional formatting, goal seek, validation rule. Microsoft PowerPoint: slide presentation, slide layout & design, custom animation, image importing, slide transition.	7	25
3	Introduction To Internet, www and Web Browsers Basic of Computer Networks; Local Area Network (LAN); Wide Area Network (WAN); Internet; Concept of Internet; Applications of Internet ;Connecting to the Internet; Troubleshooting ; World Wide Web (WWW); Web Browsing Software; Popular Web Browsing Software; Search Engine; Popular Search Engines / Search for content; Accessing Web Browser ;Using Favorites Folder; Downloading Web Pages; Printing Web Pages; Understanding URL, Using e-governance website.	7	25

4	Digital Literacy For Banking Scheme and Applications Introductions and training approach to digital banking; differences between traditional and digital financial services; overview on Digital financial services and traditional financial services available in the community; overview on various digital India Schemes.	7	25
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Course Outcomes:

Sr. No.	CO Statement	Unit
CO-1	Mastering a basic understanding of computers will be achievable for students.	1
CO-2	Learning the basics of MS Office and tools will be achievable for students.	2
CO-3	Understanding internet tools and their applications will be attainable for students.	3
CO-4	Students will be able to grasp the basic concept of various schemes under Digital India.	4

Teaching & Learning Methodology:

1. Problem based learning
2. Experiment centric teaching methods
3. Competency based learning
4. Cooperative based learning

Books Recommended:

1. Swinford, E., Dodge, M., Couch, A., Melton, B. A. "Microsoft Office Professional 2013". United
2. Wang, W. "Office 2019 For Dummies". United States: Wiley. Microsoft Lambert, J. (2019).
3. Alexander, M., Kusleika, R. "Access 2019 Bible". United Kingdom: Wiley.
4. Alexander, M., Jelen, B. "Excel 2013 Pivot Table Data Crunching". United Kingdom: Pearson Education.

List of Open-Source Software/learning website:

1. <http://silveroakuni.ac.in/video-lecture>

CO-PO-PSO Matrix:

CO. No.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2
CO-1	-	-	-	-	-	-	-	-	-	3	3	-	-
CO-2	-	-	2	2	2	-	-	-	-	3	3	-	-
CO-3	-	-	2	2	2	-	-	-	-	3	3	-	-
CO-4	-	-	2	2	2	2	-	-	-	3	3	-	-