SKILL ENHANCEMENT COURSES (SECV) : DATA ANALYSIS AND COMPUTER APPLICATION

Course Description: The purpose of this course is to introduce basic computer skills to students at UG level in non technical subjects. After completion of this course, the students are expected to acquire some basic knowledge about computers and to develop some basic skills in using computers for data storage, compilation, analysis and presentation.

Module I:

Introduction to computer and Basic data types Introduction to computer- Characteristics and Basic Applications of Computer, Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Memory, concepts of Hardware and Software, Classifications of computers; Representation of data/Information concepts of data processing, Basic data types, Storage of data/Information as files, operating system and The User Interface (windows, Linux), Windows Setting- Control Panels, Accessories (windows)

Module II:

Basic Word Processing Introduction to Word Processing, Opening Word Processing Package, Opening and closing documents, Using a Document/Help Wizard, Text Creation and Manipulation, Formatting the Text, Handling Multiple Documents, Table Manipulation, Printing, saving documents in different formats

Module III:

Spreadsheets and Basic Data Analysis Spread Sheet, Elements of Electronics Spread Sheet, Application/usage of Electronic Spread Sheet, Manipulation of cells, Formulas and functions; Spread sheets for Small accountings maintaining invoices/budgets, basic practical data analysis works (Maintaining daily and monthly sales reports)

Module IV:

Basic Computer Communication and Internet Basic of Computer networks- LAN and WAN, Internet, Service on Internet; WWW and Web Browsers, Web Browsing software, Surfing the

Internet, Chatting on Internet, Email-Basic of electronic mail, Using Emails, Document handling in Email.

Module V:

Basic Presentations Basics- Difference between presentation and document, Using Power Point, Creation of Presentation, Preparation of Slides, Selection of type of Slides, Importing text from word documents, Providing aesthetics- Slide Designs, Slide Manipulation and Slide Show, Presentation of the Slides

Reading List:

1. C.S. French "Data Processing and Information Technology", BPB Publications 1998

2. P.K Sinha, Computer Fundamentals, BPB Publications, 1992

3. Guy Hart-Davis "The ABCs of Microsoft Office 97 Professional edition", BPB Publications, 1998 4. Karl Schwartz, "Microsoft Windows 98 Training Guide", 1998