**KURUKSHETRA UNIVERSITY, KURUKSHETRA**

**SCHEME OF SEC (SKILL ENHANCEMENT COURSE) TO BE INTRODUCED AT UNDER GRADUATE LEVEL UNDER (Multiple Entry- Exit, Internship and CBCS-LOCF) in accordance to NEP-2020**

**Course-Computer Science (LEVEL – I) w.e.f. 2022-23**

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| **SEMESTER** | **COURSE** | **Paper Code** | **Nomenclature** | **Credits** | **Internal Marks** | **External Marks** | **Total****Marks** | **End Term Examination Hours** | **Contact Hours** |
| 1 OR 2 | SEC-COMPUTER SCIENCE LEVEL-I | SEC-L1-(i) | Computer Science Level I (Theory) | 1 | 12.5 | 12.5 | 25 | 2 Hours | 1 Hour |
| SEC-L1-(ii) | Software Lab-I(Practical) | 1 | 12.5 | 12.5 | 25 | 2 Hours | 2 Hour  |

**Important Instructions:**

1. The end term theory question paper will be provided by the University.
2. The end term practical question paper will be set by the examiner on the spot.
3. The workload for theory paper is 01 (One) periods per week.
4. The practical of students will be held in groups.
5. Each group will comprise of maximum 20 students.
6. The workload for practical paper is 02 periods (1 Hour per period) per group per week.

**L1-(I):Computer Science (LEVEL – I )(w.e.f. 2022-2023)**

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| Type: Skill Enhancement Course (SEC) Course Credits: 01 Contact Hours: 01 hours/week. Examination Duration: 2 Hours Mode: Lecture EndTer Examination: 12.5Internal Assessment: 12.5Total Max. Marks: 25  | **Instructions To Paper Setter For End Semester Exam:**The examiner will set total 10(ten) questions covering the entire syllabus. Student will attempt any five questions. All questions will carry equal marks. |

1. **Operating System -** Definition & Functions of Operating System, Basics of Popular Operating Systems; The User Interface, Exploring Computer, Icons, taskbar, desktop, Using Menu and Menu-selection, managing files and folders, Control panel – display properties, add/remove software and hardware, Running an Application, Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.
2. **Word Processing:** Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros.
3. **Spread Sheet:** Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths, Copying of cells, Mathematical, Statistical and Financial function, Drawing different types of charts.
4. **Presentation Software:** Creating, modifying and enhancing a presentation, Delivering a presentation, Using sound, animation and design templates in presentation.

## References Books

1. Help files from Apache Open Office, https://wiki.openoffice.org/wiki/Documentation
2. Channelle Andy, “Beginning OpenOffice 3: From Novice to Professional”, aPress Publications
3. Beginning OpenOffice 3: From Novice to Professional, Andichannele, Apress.
4. Microsoft Office 2016 Step by Step: MS Office 2016 Step by S\_p1, By Joan Lambert, Curtis Frye
5. Computer Fundamentals - By Pradeep K. Sinha, Priti Sinha, BPB Publications, 6th Edition
6. Getting Started with LibreOffice 5.0, Friends of OpenDocuments Inc., Http://friendsofopendocument.com
7. Documentation from LibreOffice, https://documentation.libreoffice.org/en/english-documentation/

**L1 – (II) SOFTWARE LAB – I (w.e.f. 2022-2023)**

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| Type: Skill Enhancement Course (SEC) Course Credits: 01 Contact Hours: 02 hours/week. Examination Duration: 2 Hours Mode: Computer Laboratory PracticalEnd Ter Examination: 12.5 Internal Assessment: 12.5 Total Max. Marks: 25  |

Based on the syllabus mentioned above.

**Operating System:** Starting with basics of Operating Systems and its functionalities

**Word Processing:**

* Create and format word documents.
* Use tables, wordArt and other features in your documents.
* Use macros to simplify the tasks in a document.
* Use mail merge to write once for many.

**Spread Sheet:**

* Use spreadsheet for basic data handling
* Apply formulas to sheet for automation.
* Use if-else to make certain decisions in a sheet.
* Use Charts & Shapes for better visualization of data.
* Use filters and data validation controls for control of data

**Presentation Software:**

* Prepare and format presentations.
* Apply slide transitions, animations and sequencing for slides.
* Apply different formatting and insert options to make presentation better.
* Use rehearse and timing options for a presentation with handouts.