Value Added Course

On

Basic E-Skills

Department of Computer Science and Engineering

University Institute of Engineering and Technology
SANT BABA BHAG SINGH UNIVERSITY, JALANDHAR

ABOUT THE DEPARTMENT

The Department of Computer Science and Engineering focuses not only on the theoretical aspects but emphasize the overall development of the students. There are Special Interest Groups among the faculty who are focused in their research domains like Data Mining and Big Data Analytics, Wireless & Mobile Computing, Security & Trust Computing, Wireless Sensor Networks & IOT, Soft Computing, Image Processing, Machine Learning and Data Analytics, Natural Language Processing, Cloud Computing and Social Networking, Network Security, Service Oriented Architecture and Theoretical Computer Sciences. The departments many strengths include its high faculty to student ratio, state of the art facilities, strong focus on teaching learning balanced with leading-edge research and emphasis on leadership, service and ethics. The efficacy of the Teaching-Learning process is reflected in the consistently excellent results beingachieved every year. To augment professional competence, the department supports outside talents to gain more inputs, organizes hackathons, seminars, workshops, industrial visits and expert lectures not only to offer a new dimension to the learning process but also infuse leadership qualities in the budding engineers.

SALIENT FEATURES OF THE DEPARTMENT

1. Provides a learning environment strongly focused on collaborative and interdisciplinary research under theguidance of experienced and qualified faculty. Majority of the faculty members are doctorates.
2. The teaching programme, here, is devised keeping in view the significance of Industry-Academia interaction enabling the students to face the global competitiveness with effective communication skills.
3. The CSE Department regularly organizes conferences, hackathons, seminars, student symposia, short-term training program and value-added courses. This provides a wide range of opportunities for faculty and students to bring out their potential and innovative skills in a variety of fields.
4. The department has well equipped computing laboratories and a rich repository of software covering a widespectrum of applications. The department in collaboration with IIT has setup Virtual lab for remote experiments. Besides this department takes in NEPTEL and MOOC courses both for its students and faculty.
5. Digital Library with access to journals and video lectures of eminent professors.

Value Added Course in Basic E-Skills

This Course is introduced with the objective to facilitate the Students in understanding different components of computer, PC trouble shooting, networking, MS office and use of Social media of adding value to the knowledge of students of other streams.

VISION
Empower every student to be innovative, creative and acquire skills in Computer Science and Engineering to enrich society and achieve a happy, successful and meaningful life.

MISSION
To provide a high-quality undergraduate and post graduate education in Computer Science &Engineering that provides all-round growth of an individual by creating futuristic environment that fosters critical thinking, dynamism and innovation to transform them into globally competitive professionals and empowering the youth in rural communities with computer education.

Eligibility Criteria

This Course is open for all Undergraduate and Postgraduate Students

Credits

This Course will be of Two Credits.

Course Code	CSE051
Course Title	Basic E-skills
Type of course	Value Added Course
L T P	2 0 0
Credits	2
Course prerequisite	10+2
Course Objectives (CO)	To Facilitate the Students in understanding different components of computer, PC trouble shooting, networking, MS office and use of Social media
Course Outcome	Student will able to: 1. Understand different components of computer and networking. 2. Install and format Windows, Operating System and various application software's. 3. Work on various applications of MS-office 4. Apply knowledge of social media and internet to write emails, use facebook, instagram

Syllabus

Unit-I
Hardware Basics

Introduction to Computer hardware , Components of mother boards and its types, ports, slots, add on cards.
Power supply units, Cabinet types, Storage devices, Primary and Secondary Storage medium
Introduction to RAM, Floppy, CD ROM, CDRW, DVD, Physical memory
Input devices- Keyboard, Mouse, Types of Mouse,
Output devices-Monitors-different types of monitors, Printers & Its types, Projectors

UNIT II
Basics of Laptop Maintenance & OS Installation

The essential of computers and its components, Laptop expansion options
Various Motherboard technologies and to identify important motherboard parts, Configuration and changes to a computer.
Plans for a memory installation or upgrade-configuring windows operating system
 Wi-fi and windows Networks Hardware parts that connects to different ports of computer and laptop Basic troubleshooting-Install, configure and troubleshoot windows

UNIT III

Basics of MS Word & MS Powerpoint

Introduction to windows, Application Softwares, Windows Logon/Off & Shutdown Procedure, Password Changes, Lock this computer facility, Desktop icons

Introduction to MS Office, different applications in MS Office

Introduction to MS Word- Creating & Saving a Document, Save as command, Page setup, Scrolling through a Document, Closing a Document. Home tab- Cut-Copy-Paste, Applying Font styles, Change case, Line Spacing, Paragraph Formatting, Bullets and Numbering, Find & Replace, Zoom Control etc. Insert tab- Header & footer, Page number, Page break, Tables, Symbols, Pictures, objects, word art etc. Page Layout tab- Page setup, Breaks, Columns, Borders and Shadings, Watermarks.

Introduction to MS Powerpoint- Home tab- create a New Slide, Edit Slide, Delete Slide, Layout. Insert tab- Tables, Pictures, Clip arts. Design Tab- Page setup, Slide orientation, Color, Fonts, Effects. Animation tab- Custom Animation, Transition sound, Transition effect. Slide Show tab- Setup the show. View tab- Different views.

UNIT-IV

Components of the Computer Network
Introduction to Computer Networks – Advantages of Networking, Network Topologies – Star, Ring, Bus, Tree, Mesh, Hybrid. Type of Networks – Local Area Networks (LAN), Metropolitan Area Networks (MAN), Wide Area Networks (WAN) and Internet, Ethernet, Wi-Fi, Bluetooth, Mobile Networking, Wire and wireless Networking.

Crimping & Punching
Communication Media & Connectors – Unshielded twisted-pair (UTP), shielded twisted-pair (STP), Fiber Optics and coaxial cable: RJ-45, RJ-11. Understanding color codes of CAT5

Social Media
Introduction to Social Media-Advantage and Disadvantage of Social Media, Types of Social Media, how to create email account in Gmail, Facebook, Instagram etc.

REGISTRATION FORM
2 Credits Value Added
Course on
Basic E-Skills

Name_____

Date of birth_____ Course/Sem:_____

Registration No.:_____

Institute_____

Date of Registration:_____

Address for correspondence_____

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_____

Phone_____

Email_____

Signature of applicant (with date)

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