

Course Name: Basic Computer Application
Course code: VAC BT 102
Duration: 01.12.2017 – 06.12.2017



Course offered by:
Department of Biotechnology
VALUE ADDED COURSES
SESSION 2017-18



Basic Computer Application

Objectives :

Students will be acquainted with fundamentals of computers to build foundation in analyzing huge datasets of biological information

Coordinator Name: Mr. Shashiraj Teotia
Designation: Lecturer
Department: Computer Applications, KVSCOS, SVSU, Meerut
Email ID: shashirajt@gmail.com
Ph No. 9690224411

VALUE ADDED COURSES Session 2017-18

REGISTRATION FORM

REGISTRATION FORM

Name:.....
Enrolment No......
Program:.....
Sem. & Year.....
Contact No./Mobile:.....
E-mail:.....
Course Opted:.....
Course Code:.....
Signature with date:.....

Coordinator Name Mr. Shashiraj Teotia
Designation: Lecturer
Department: Computer Applications KVSCOS, SVSU, Meerut

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Course Schedule

01.12.2017 – 06.12.2017

8.30 am – 12.30 pm
2.00 pm 4.00 pm

Name of Value Added Course: Basic Computer Application

Course Code: VAC-BT-102

Time: 30hrs

Objectives: The objective of the course is to introduce the concepts of computer fundamental & their applications for the efficient use of office technology in a business environment.

Introduction to Computers

Introduction, Characteristics of Computers, Block diagram of computer, Types of computers and features, Mini Computers, Micro Computers, Mainframe Computers, Super Computers, Types of Programming Languages, Machine Languages, Assembly Languages.

Memory and Flowcharts

Types of Memory Secondary Storage Devices (FD, CD, HD, Pen drive) I/O Devices (Scanners, Plotters, LCD, Plasma Display) Number Systems Introduction to Binary, Octal, Hexadecimal system Conversion, Simple Addition, Subtraction, Multiplication. Flowchart: Definition, Define symbols of flowchart, Advantages and disadvantages, Examples

Operating System

Dos - History, Files and Directories, Internal and External Commands, Batch Files, Types of O.S.

Windows Operating Environment

Features of MS - Windows, Control Panel, Taskbar, Desktop, Windows Application, Icons, Windows Accessories, Notepad, Paintbrush.

Word Processors

Basic Concepts, Examples: MS-Word, Introduction to desktop publishing.

Spreadsheets and Database

Purpose, usage, command, MS-Excel, Creation of files in MS-Access, Switching between application, MS-PowerPoint.

Outcome:

- 1: Understanding the concept of input and output devices of Computers and how it works and recognize the basic terminology used in computer programming
- 2: Analyze and understand in-depth training in use of office automation packages, internet etc.
- 3: Enhance the ability of essential for common man for day to day office management, and e-governance
- 4: To understand what computer is? To understand the Basics of Operating systems
- 5 To evaluate how to use software packages in day to day activities

Reference books:

1. "Fundamentals of Computers" by REEMA THAREJA from OXFORD UNIVERSITY PRESS
2. Microsoft Office 2007 Fundamentals, 1st Edition By Laura Story, Dawna Walls (UNIT I, UNIT II, UNIT III, UNIT IV)
3. "Computer Fundamentals and Programming in C" by REEMA THAREJA from OXFORD UNIVERSITY PRESS
4. PC SOFTWARE UNDER WINDOWS by Puneet Kumar And Sushil Bhardwaj From Kalyani Publishers


Registrar
Swami Vivekanand
Subharti University
MEERUT

Ref. No. - KVFO5/187/2017/VAC-44

DEPARTMENT OF BIOTECHNOLOGY

Report on Value Added Course

A one week value added course on BASIC COMPUTER APPLICATION was conducted in the department for UG students. The course starts on 01-12-2017 and 46 students registered themselves in the course. The sessions were handled by course coordinator Mr. Shashiraj Teotia, for improving the computer skills of the students. The course was completed on 06-12-2017 and all the 46 students registered successfully completed the course. Students felt that the course was very much helpful and they got the basic knowledge on office automation.

Debra Dixit

HOD



List of Attendees

Sl. No	Name of Students
1.	AakhyaTyagi
2.	Amit Kumar
3.	Ankit Kumar
4.	Ankur
5.	Apurva Pandey
6.	Bindu Agarwal
7.	Charu Shridhar
8.	Fauzia Khan
9.	Karnika Rajmurti
10.	Km. Rasika
11.	Manjeet
12.	Nisha Chauhan
13.	Rahul Chaudhary
14.	Rinky Choudhary
15.	Shivani Tyagi
16.	Shreesh Sharma
17.	Tannu Chandra
18.	Vidushi Chaudhary
19.	Akash Verma
20.	Jahangir Khan
21.	Kanchan Pal
22.	Kirti Avinash
23.	Km. Minakshi Yadav
24.	Km. Preeti Saini
25.	Monika Tivari
26.	Mukarram
27.	Reetika Chaudhary
28.	Sanjana Chaudhary
29.	Shallu
30.	Shan Mohd
31.	VanshikaTyagi
32.	Yashvi Chaudhary
33.	Akshay
34.	Annu
35.	Anushka
36.	Faisal Salmani
37.	Malsawmtluangi
38.	Rashmi
39.	Vivek Sagar
40.	Atul
41.	Deepa
42.	Keshav Tyagi
43.	Nidhi Yadav
44.	Pooja Sharma
45.	Simran Gulati
46.	Rashmi

Rekha Dixit
Dr. Rekha Dixit
(HOD)


Registrar
Swami Vivekanand
Subharti University
MEERUT



Swami Vivekanand Subharti University, Meerut

CERTIFICATE OF COMPLETION

Organized by
**Department of Biotechnology,
Keral Verma Faculty of Science**

*This is to certify that.....Sachin Sharma ... Class...M.Sc. Biotechnology
Department/College...Biotechnology, KVFOS.....has successfully completed the
Value Added Course entitled "Basic Computer Application" during, 01.12.2017 to
06.12.2017.*

Rekha Dixit

**Dr. Rekha Dixit
(HOD)**

Shashiraj Teotia

**Mr. Shashiraj Teotia
(Coordinator)**