



M. C. E. Society's

Abeda Inamdar Senior College

Of Arts, Science and Commerce, Camp, Pune- 1

(Autonomous) Affiliated to Savitribai Phule Pune University

NAAC accredited 'A' Grade

Course Offered as	Value Education Course (VEC) for BA
Course/ Paper Title	Digital and Technological Solutions (Credit-02)
Course Code	23SBEL31VE
Semester	II
No. of Credits	2
No of Hours	30

1	To gain familiarity with digital Systems.
2	To familiarize about role & significance of digital technology.
3	To use editors and MS Office Tools.
4	To introduce concept of Networking and its types.

1	Students will get familiar with digital Systems
2	Realization of importance of digital technology and uses of digital tools.
3	To use editors and MS Office Tools..
4	Students will gain knowledge of computer networking and its types.

Unit No.	Title with Contents	No. of Lectures
Unit I	Introduction to Computers Systems	14
	1. Introduction & Evolution of Digital Systems	1
	2. Data Representation: Decimal, Binary and Hexadecimal	2
	3. Computer Arithmetic: Addition, Subtraction ,1'S Compliment, 2'S Compliment method	2
	4. Computers System:	2
	5. Block Diagram of Computer System & it's working	
	6. Specification parameters of Computers	
	7. Types of Computers and Their Features	3
	i) Mini Computers	
	ii) Micro Computers	
	iii) Mainframe Computers	
	iv) Super Computers	

	<ul style="list-style-type: none"> v) Laptops and vi) Tablets <p>8. Introduction to Computer Networking:</p> <ul style="list-style-type: none"> i) Concept of Networking ii) Types of Networks: LAN, MAN, WAN iii) Wireless Networks iv) Network Topology: Point to Point, Star, Ring, Bus, Mesh, Tree, Daisy Chain, Hybrid 	<p>2</p> <p>1</p> <p>1</p>
Unit II	Digital Literacy: Editors and Word Processors	10
	<p>1. MS Windows: Desktop, Icons, File and Directory, Structure, Menu Items, Control Panel, File and Directory Search, Notepad, Paintbrush</p> <p>2. MS-Word:</p> <ul style="list-style-type: none"> i) Creating a new file, opening, saving and closing files, ii) Introduction to different tabs in MS word, iii) Smart features of word iv) Drawing diagrams v) Word art inserting symbols ,equations and diagrams, vi) Page formatting, Setting margin, header and footer <p>3. MS-Excel:</p> <ul style="list-style-type: none"> i) Creating Sheets, ii) Using various formula iii) Sorting data, filtering data iv) Types of graphs and their significance, v) Excel addition operator vi) Inserting Tables vii) Plotting Graphs <p>4. MS-PowerPoint:</p> <ul style="list-style-type: none"> i) Creating a presentation ii) Understanding a status bar, Understanding presentation view, iii) Slide layout, inserting text to slide, changing slide background, iv) inserting picture, smart art, animations v) Adding voice to power point 	<p>2</p> <p>2</p> <p>3</p> <p>3</p>

References:

1. Computer Fundamentals by P.K. Sinha & Priti Sinha, 3rd Edition, BPB pub.
2. Computers Today by S. Basandra Galgotia Publication.
3. Wireless Communications Principles and Practice, Rappaport, Pearson publication.
4. Microsoft Office 2000 by Vipra Computers, Vipra Printers Pvt. Ltd.
5. Albert Chipman, Microsoft Office 365 User Guide: A Complete User Manual
6. Microsoft 365 documentation, <https://learn.microsoft.com/en-us/microsoft-365/?view=o365-Worldwide>

List of Practical (Minimum 08, 4 from each group)

Sr. No.	Title of Experiment
1.	Assembling and Disassembling of a Computer: Basic Components, uses of each component, the hardware specifications.
2.	MS-Word: Working with Documents: - Formatting Documents –Choosing Font Size, Font Colour, Setting Page style, Spacing, Applying Bullets and Numbering.
3.	MS-Word: Creating Tables /Inserting tables. Applying Filters to Table.
4.	MS-Word: Use of Drawing Tools-inserting different shapes, inserting smart art graphics, charts, Clip Art, Printing Documents - Operating with MS Word documents.
5.	MS-Excel: Spread sheets: Worksheets, Formatting data, Inserting &/Or Creating Table
6.	MS-Excel: Creating charts and graphs, Labelling chart and graph.
7.	MS-Excel: Applying basic formulas and functions, macros, Pivot Table
8.	MS-PowerPoint: Presentation Tools, Adding and formatting text, pictures, graphic objects,
9.	MS-PowerPoint : Adding graphic object, charts, objects
10	MS-PowerPoint: formatting slides, notes, hand-outs, slide shows, using transitions, animations