

**EN1301- PERSONAL COMPUTING**  
( Enhancement Course)*With Effect from 01<sup>st</sup> October 2013***INTRODUCTION**

This is one of the 3 Enhancement courses offered in Semester 1 of Bachelor of Information Technology degree program. This course starts with all basic computer operation skills and moves towards the advanced information including file handling, data processing, information presenting, graphic and web designing methods using Computer Applications.

**Credits: 02****Learning Outcomes**

*After successfully completing this course you will be able to:*

- Handle and manage files and folders in a computer
- Identify different types of applications and their usage
- Create documents using a word processing application
- Create spreadsheets using a spreadsheets application
- Create databases using a database application
- Design presentations using a presentation application
- Design and edit graphics using a graphic design application

**MINOR MODIFICATIONS**

When minor modifications are made to this syllabus, those will be reflected in the Virtual Learning Environment (VLE) and the latest version can be downloaded from the relevant course page of VLE. Please inform your suggestions and comments through the VLE. <http://vle.bit.lk>

**ONLINE LEARNING MATERIALS AND ACTIVITIES**

You can access all learning materials and this syllabus in the VLE: <http://vle.bit.lk>, if you are a registered student of BIT degree program. It is very important to participate in learning activities given in the VLE to learn this subject.

**ONLINE ASSIGNMENTS**

The assignments consist of two quizzes, assignment quiz 1 (It covers the first half of the syllabus) and assignment quiz 2 (It covers the second half of the syllabus). Maximum mark for a question is 10;

minimum mark for a question is 0 (irrespective of negative scores). Final assignment mark is calculated considering 40% of assignment quiz 1 and 60% of assignment quiz 2. Pass mark for the online assignments in a course is 50. You are advised to do online assignments before the final evaluation of the course. It is compulsory to pass online assignments to partially qualify to obtain year 1 certificate.

## **FINAL EVALUATION**

At the end of this course you will be evaluated using two e-tests. First will be a 1 hour paper consisting of 50 multiple choice questions. Pass mark for this question paper is 50. Only those who pass the multiple choice e-test will be qualified to attempt the second paper which is solely practical oriented. The practical exam will be designed in a way to evaluate your capability in using the applications mentioned on the syllabus using a 2 hour practical paper. It is compulsory to pass the practical exam to pass this course.

## **OUTLINE OF THE SYLLABUS**

## **REQUIRED MATERIALS**

### ***Main Reading***

Learner should use the following user manuals as main reference materials.

Ref1: Lecture Notes for each section

OpenOffice.org 3.3 User Guides (PDF) can be downloaded from

[http://wiki.openoffice.org/wiki/Documentation/OOo3\\_User\\_Guides/OOo3.3\\_User\\_Guide\\_Chapters](http://wiki.openoffice.org/wiki/Documentation/OOo3_User_Guides/OOo3.3_User_Guide_Chapters)

Ref2: Getting Started Guide V3.3

Ref3: Writer Guide V3.3

Ref4: Calc Guide V3.3

Ref5: Impress Guide V3.3

GIMP 2.8 User Manual can be downloaded from

<http://docs.gimp.org/2.8/en/>

Ref6: GNU Image Manipulation Program User Manual, Version 2.8

## **TOOLS**

OpenOffice.org 4.0

OpenOffice.org Writer – for Word Processing

OpenOffice.org Calc – for Spreadsheets

OpenOffice.org Base – for Database

OpenOffice.org Impress – for Presentations

GIMP 2.8 – for Graphic Design



**DETAILED SYLLABUS**

1. Introduction to Computer Application Software (1 hrs.)

*Instructional Objectives*

- Identify different types of computer software
- Distinguish the difference between System and Application software
- Demonstrate software installation
- Practice different files and folder handling techniques

Material /Sub topics

- 1.1. Introduction to Computer Software
- 1.2. System Software
- 1.3. Application Software
- 1.4. Computer Software Installation
- 1.5. Files and Folders

2. Word Processing Applications (12 hrs.)

*Instructional Objectives*

- Explain word processing
- Distinguish different word processing applications
- Discover the different features of a word processing application
- Prepare different types of documents using available functionality
- Use and apply macros
- Apply and work with advanced options

Material /Sub Topics

- 2.1. Introduction to Word Processing
  - a) What is Word Processing
  - b) Word Processing Applications
    - History
    - Examples
- 2.2. Get Started with Word Processing Applications
  - a) Getting Familiarize with the working environment
  - b) Basic File Operations
    - Starting a New Document
    - Opening an Existing Document
    - Saving Documents
    - Closing a Document
  - c) Typing a simple document
  - d) Working with Text and Symbols

- Text selecting Techniques
- Copy, Cut and Past techniques
- Finding and Replacing
- Inserting Special Characters