**Computing Lab 1**

All UG Programs

**Course Category: Proficiency Schedule of Offering: Semester ...**

**Course Credit Structure: 1 Course Code: CK401**

**Lecture : 0 Hours per week**  **Tutorial : 0 Hour per week**

**Practical : 2 Hours per week**  **Contact Hours per week: 2 Hours per week**

**Introduction:**

Computers have emerged as a special working companion in almost every field of the world. Use of computers enhances the productivity and the quality of the work. Therefore, knowledge of emerging computing technologies is inevitable in the era of globalization.

This course is closely linked with the course “Computing for Business and Society”. This course is designed to provide hands on experience of computing technologies such as Information Technology, Database Management system (DBMS), Relational Database Management Systems (RDBMS) for designing and managing database systems, Spreadsheet, Word processing, E-commerce etc.

**Course Objectives:**

The main objectives of this course are to:

 Get hands on experience of the basic computing skills required for business.

 Gain efficiency in designing and managing database systems.

 Excel spreadsheet modelling and word processing for data entry, organization and manipulation

 Know the emerging technologies

**Pre-requisites:**

This course is linked with the course *Computing for Business and Society*, it is compulsory to take that course along this course.

**Module-wise topics:**

**Module 1: Computing & IT: Introduction (2 hours)**

 Showcasing the Hardware

 Networking

 Mutimedia

**Module 2: Spreadsheet Modelling and Word processing (12 hours)**

 Basic concepts of a spreadsheet

 Functions and formulas

 Formatting

 Sorting & filtering, Spreadsheet charts & Pivot table, preparing worksheet for printer

 Word Processing: Basic functions, formatting, mail merge, macros, tables.

|  |
| --- |
| **Module 3: Data Base Management System (8 hours)**   Creating DBMS |
|  Knowing about the Recovery: Failures and their classification |
|  Working with RDBMS |
|  MySQL |