

Third Semester

(B.A/B.Com/B.Sc Non – Computer Science)

3.3	COMPUTER FUNDAMENTALS		
Teaching	: 4 Hrs. /Week	Max. Marks	: 70
Total Hours	: 50 Hrs	I.A Marks	: 30

Unit I – Introduction to Computers:

Definition of Computers, History and Generation of Computers, Characteristics of Computer, Classification of Computer, Fundamental Block Diagram of Computer CPU, LAU, Control Unit, Computer Memory, Input devices and other peripheral devices viz: Floppy Disk, Hard Disk, CD-ROM, Monitor, Key Board, Mouse and track Ball Devices. **15Hrs.**

Unit II – Software:

Definition of Software, Types of Software, Application Software and Utility Software, Computer Language – Definition, Types of Programming Languages – Machine Language, Assembly Language, High Level Languages, Language Processors – Assembler, Interpreters, Compiler and Editor, Operating Systems, Batch Processing, Multi-Programming, Time Sharing, On-Line and Real Time Operating Systems, MS-DOS Internal and External Commands and File System. **10Hrs.**

Unit III – Windows & MS-Office 2003:

Introduction to Windows, Starting Windows, Desktop, Taskbar, Start Up Menu, Working with Programs and Icons – Adding, Removing, Starting and Quitting Programs and Icons, Working with Files and Folders – Creating, Deleting, Opening, Finding, Copying, Moving and Renaming files and Folders, Control Panel, Setting, My Computer, Accessories and Windows, Explorer Windows Notepad, Character Map, Entertainment Options and Multimedia.

Overview of MS-Office, Launching Office – 2003 Applications, Switching between Applications, Help System, Closing Applications. **5Hrs.**

Unit IV – MS – Word:

Overview of Word Processing Software, Examples, Opening, Creating, Saving Document, Print & Print Preview, Find & Replace, Header & Footer, Save & Save As, Views, Borders & Shading, Change Case, Bullets and Numbering, Background, Spelling and Grammar, Word Count, Macros, Mail Merge, Table handling and important shortcut keys. **6Hrs.**

Unit V – MS – Excel:

Overview of Spreadsheet Software, Examples, Opening, Creating, Saving worksheet and workbook, Print & Print Preview, Rows & Columns, Formatting Worksheet, Find & Replace, Types of Functions, Types of Charts/Graphs, Macros and Important shortcut keys. **10Hrs.**

Unit VI – MS – PowerPoint:

Overview of Presentation Software – MS-PowerPoint, Slides, PowerPoint views, Auto correct wizard, Transition and build effects, Printing Slides and Important shortcut keys. **4Hrs.**

Prescribed Books:

1. V. Rajaraman, Fundamentals of Computers.
2. Sanjay Saxena, First Course in Computers.

Practical Hours: 2 Hours/week

The Students shall gain Hands-on experience of using:

- Windows OS and DOS
- MS – Word
- MS – Excel
- MS – PowerPoint
- Basics of Internet

NOTE:

1. A maximum of 15 practical assignments (minimum-12) shall be done by each student.
2. No Practical Exam.

Question Paper Pattern:

Max. Marks: 70

Theory: The Question Paper has three Parts:

- Part-I contains 12 Questions out of which 10 Questions have to be answered. Each Question carries 2 marks. **10 X 2 = 20**
- Part-II contains 6 Questions out of which 4 Questions have to be answered. Each Question carries 2 marks. **4 X 5 = 20**
- Part-III contains 5 Questions out of which 3 Questions have to be answered. Each Question carries 2 marks. **3 X 10 = 30**

Practical: No Practical Exam.