Fundamentals of Computer

Subject Code: CSE-501

Objectives
- The syllabus introduces students to basic information and communication technology and proper paradigms that need to be implemented to develop any kind of computer applications. The course will help in developing the basic technical skills by hands on experience.

Learning Outcomes
- Students will be able to use the computer for basic purposes of preparing personnel/business letters, viewing information on Internet, sending mails, using internet banking services etc.
- Understand basic computer operations and ICT applications.
- Understand Network troubleshooting.
- Undertake data entry services

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<tr>
<th>Unit</th>
<th>Topic</th>
<th>Key Learning</th>
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<tr>
<td>I</td>
<td>Introduction to Computer System:</td>
<td>1.1 What is Computer, Basic Applications of Computer; Block Diagram of Computer System 1.2 Input / Output Devices, Computer Memory, Concepts of Hardware and Software, Data and Information; Applications of IECT. 1.3 Computer Virus: Definition, Types of viruses, Characteristics of viruses, Anti-virus software, 1.4 Introduction to number system</td>
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<td>II</td>
<td>Operating System</td>
<td>Overview of operating system: Definition, Functions of operating system, Need and its services, Types of operating system, Batch Processing, Spooling, Multiprocessing, Multiprogramming, Time-Sharing, On-Line Processing, Real-Time Processing Basics of window operating system Comparison between DOS and windows, Switching between DOS and windows Comparison between Unix and Windows</td>
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<td>III</td>
<td>Understanding Office Applications</td>
<td>Introduction to MS Word, Introduction to MS Excel and its applications, Introduction to MS PowerPoint, Menus, Shortcuts, Document types, Formatting documents, spread sheet and presentations, working with Spreadsheets, Different templates, Macros, Mail merge</td>
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Suggested Readings:

**Text Books**
1. Computers and Beginners by Jain, V.K.;

**Reference Books**
1. Introduction to Information Technology, Leon Tech World by Leon and Leon
4. MS Office by S.S. Srivastava, Firewall Media.
5. Microsoft Office 2010 by Bittu Kumar, V & S Publications

**Web Links**
http://cec.nic.in/E-Content/Pages/default.aspx
Fundamentals of Computer Lab

Subject Code: CSE-501L

List of Experiments
1. Troubleshooting
2. Practical based on to be exposed/shown various components and supposed how to switch on a computer.
3. Handling Boot Setup, Installation of Operating System, Connecting your client to server, User and Workgroup Handling, General Operating system handling and related topics.
4. WordPad, Notepad, Sticky Note, Snipping tool, Paint
5. M.S. Word
6. MS-Excel- Creating charts, Creating tables
7. MS-PowerPoint
8. MS-Outlook
9. Case study on Operating systems (Windows/Ubuntu/Android/iOS)
10. Networking
11. Software: Preparatory and open domain

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<th>Credit</th>
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<tr>
<td>1</td>
<td>30</td>
<td>I</td>
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<td>35</td>
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<td>To 50</td>
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