

Course No.107-Computer Applications-I

Maximum Marks 100

Theory 40

Practical 40

Int. Assessment 20

Objectives

The objective of the course is to familiarise the students with basic concept and programmes of Computer Applications.

Course Content

Unit- I

- Introduction to computers, Advantages and Disadvantages of computers, Evolution(Generations) and classification of computers(Mini, Micro), Block diagram and working.
- Common I/O devices and their characteristics.
- Primary and secondary memory: RAM and ROM, Hard Disk, Magnetic Tape and Optical devices.

Unit- II

- Computer software: Classification and Types.
- Operating System: Functions, types-Multiprogramming, Multiprocessing, Timesharing, Real time, Online and Batch Systems.
- Booting process
- DOS: Internal and External commands, Batch and System files.

Unit- III

- Windows Basics: The Desktop, My Computer, Working with files and Folders.
- Windows Explorer, Windows Help and Support centre.
- Searching in Windows and System utilities.
- Start Menu, Accessories-Notepad, Paint and Wordpad.

Unit- IV

- Word Processing with MS Word:
 - Working with Word documents, Working with Text- fonts, size, formatting etc
 - Working with tables, checking spelling and grammar.
 - Adding Graphics to documents and printing a document.
- Spreadsheets and MS Excel:
 - Working with Excel workbook and worksheets.
 - Formulas and functions, inserting charts
 - Printing in Excel

Note: Lab will be based on Units II and III

Suggested Readings:

1. ITLES, "Introduction to Information Technology", Pearson Education.
2. Peter Norton, "Introduction to Computers", PHI.
3. Sanders M, "Computers in Business: An introduction" McGraw Hill

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