

Course Name : All Branches of Diploma in Engineering and Technology.

**Course Code : EJ/EN/ET/EX/EV/IC/IE/IS/MU/DE/ ME/PG/PT/AE/CE/CS/CR/
CO/CM/IF/ EE/EP/CH/CT/PS/ CD/ED/EI/CV/MH/FE/IU**

Semester : First

Subject Title : Computer Fundamentals

Subject Code : --

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme						
TH	TU	PR	PAPER HRS	TH	TEST	PR	OR	TW	TOTAL
--	--	4	--	--	--	50* #	--	25@	75

*** On line examination**

RATIONALE:

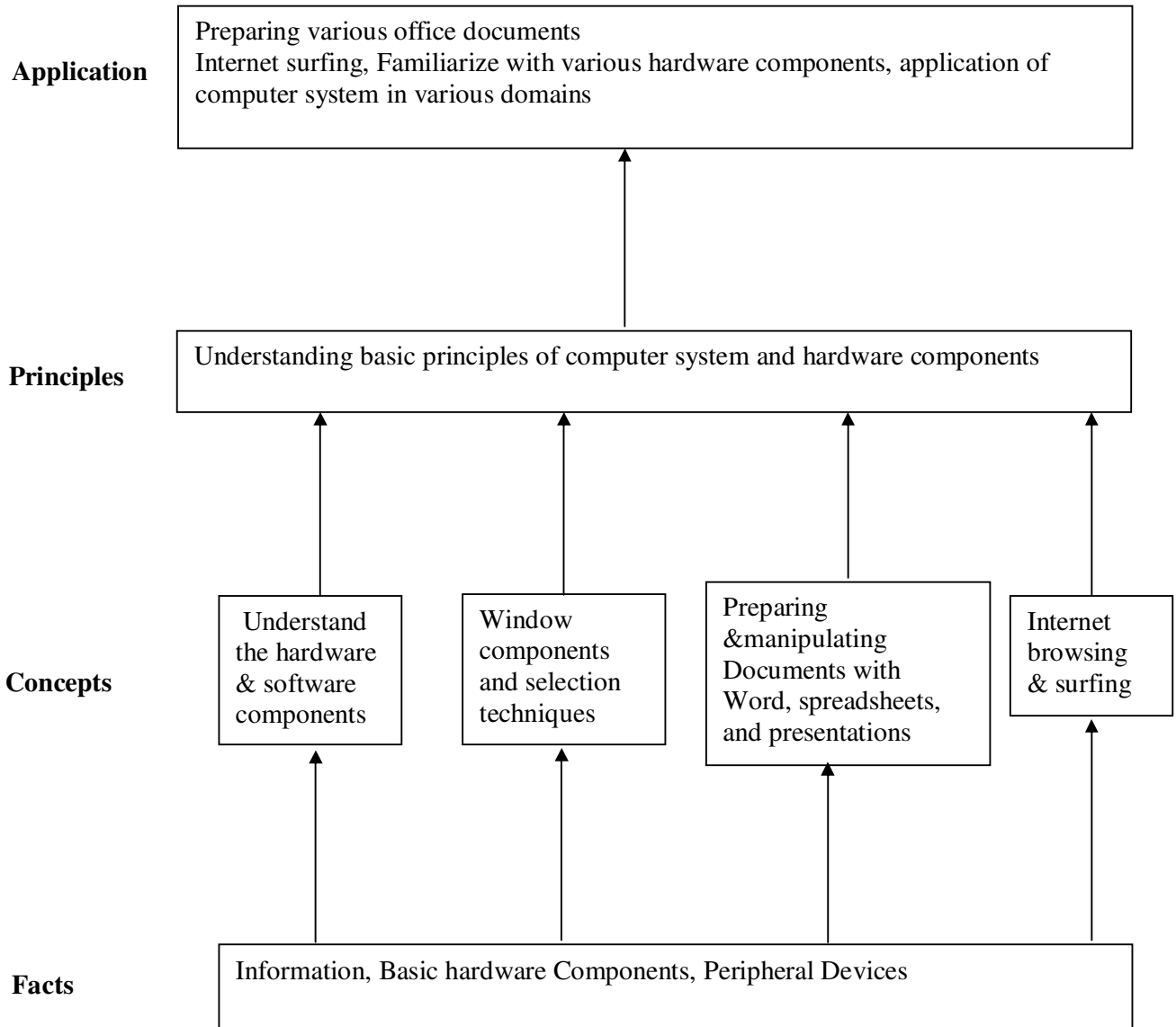
Computer plays an important role in human lives. The primary purpose of using a computer is to make life easier. It is a gateway to a wonderful world of information and various applications. Computers have established an indispensable part in a business, academics, defense, budgeting, research, engineering, medicine, space. This subject introduces the fundamentals of computer system focusing various hardware and software components. It also provides biblical worldview regarding computer ethics by means of Internet.

OBJECTIVES:

Students will be able to:

1. Understand a computer system that has hardware and software components, which controls and makes them useful.
2. Understand the operating system as the interface to the computer system.
3. Use the basic functions of an operating system.
4. Set the parameter required for effective use of hardware combined with and application software's
5. Compare major OS like Linux and MS-Windows
6. Use file managers, word processors, spreadsheets, presentation software's and Internet.
7. Have hands on experience on operating system and different application software
8. Use the Internet to send mail and surf the World Wide Web.

Learning Structure:



CONTENTS: Theory

Note: Contents of theory are to be taught in Practical Period

Chapter	Name of the Topic
1	Fundamentals Of Computer Introduction Components of PC The system Unit Front part of system Unit Back part of system Unit CPU Memory of computer Monitor Mouse, Keyboard, Disk, Printer, Scanner, Modem, Video, Sound cards, Speakers
2	Introduction To Windows 2000/Xp Working with window Desktop Components of window Menu bar option Starting window Getting familiar with desktop Moving from one window to another Reverting windows to its previous size Opening task bar buttons into a windows Creating shortcut of program Quitting windows
3	GUI Based Editing, Spreadsheets, Tables & Presentation Application Using MS Office 2000 & Open Office.Org Menus Opening of menus, Toolbars: standard toolbars, formatting toolbars & closing of menus Quitting Document, Editing & designing your document Spreadsheets Working & Manipulating data with Excel Changing the layout Working with simple graphs & Presentation Working With PowerPoint and Presentation
4	Introduction To Internet What is Internet Equipment Required for Internet connection Sending &receiving Emails Browsing the WWW Creating own Email Account Internet chatting
5	Usage of Computer System in various Domains Computer application in Offices, books publication, data analysis ,accounting , investment, inventory control, graphics, database management, Instrumentation, Airline and railway ticket

Chapter	Name of the Topic
	reservation, robotics, artificial intelligence, military, banks, design and research work, real-time, point of sale terminals, financial transaction terminals.
6	Information technology for benefits of community Impact of computer on society Social responsibilities Applications of IT Impact of IT Ethics and information technology Future with information technology

Sr. No	List of Practicals
1.	Working with Windows 2000 desktop ,start icon, taskbar, Recycle Bin, My Computer icon ,The Recycle Bin and deleted files Creating shortcuts on the desktop
2.	The Windows 2000 accessories WordPad – editing an existing document Use of Paint – drawing tools The Calculator, Clock
3.	The Windows Explorer window, concept of drives, folders and files? Folder selection techniques, Switching drives, Folder creation Moving or copying files, Renaming, Deleting files ,and folders
4.	Printing Installing a printer driver Setting up a printer Default and installed printers Controlling print queues Viewing installed fonts
	The clipboard and ‘drag and drop’ Basic clipboard concepts Linking vs. embedding
5.	Moving through a Word document menu bar and drop down menus toolbars
6.	Entering text into a Word 2000 document, selection techniques Deleting text
7.	Font formatting keyboard shortcuts
8.	* Paragraph formatting Bullets and numbering
9.	* Page formatting What is page formatting? Page margins Page size and orientation Page breaks, Headers and footers
10.	Introducing tables and columns
11.	Printing within Word 2000 Print setup Printing options Print preview
12.	* Development of application using mail merge Mail merging addresses for envelopes Printing an addressed envelope and letter
13.	Creating and using macros in a document
14.	* Creating and opening workbooks Entering data
15.	Navigating in the worksheet Selecting items within Excel 2000 Inserting and deleting cells, rows and column Moving between worksheets, saving worksheet, workbook

16.	Formatting and customizing data
17.	Formulas, functions and named ranges
18.	Creating, manipulating & changing the chart type
19.	Printing, Page setup, Margins Sheet printing options, Printing a worksheet
20.	* Preparing presentations with Microsoft Power Point. Slides and presentations, Opening an existing presentation , Saving a presentation
21.	Using the AutoContent wizard ,Starting the AutoContent wizard Selecting a presentation type within the AutoContent wizard Presentation type Presentation titles, footers and slide number
22.	* Creating a simple text slide Selecting a slide layout Manipulating slide information within normal and outline view Formatting and proofing text Pictures and backgrounds drawing toolbar AutoShapes Using clipart Selecting objects Grouping and un-grouping objects The format painter
23.	* Creating and running a slide show Navigating through a slide show Slide show transitions Slide show timings Animation effects
24.	* Microsoft Internet Explorer 5 & the Internet Connecting to the Internet The Internet Explorer program window The on-line web tutorial Using hyper links Responding to an email link on a web page
25.	Searching the Internet Searching the web via Microsoft Internet Explorer Searching the Internet using Web Crawler Searching the Internet using Yahoo Commonly used search engines
26.	Favorites, security & customizing Explorer Organizing Favorite web sites Customizing options – general, security, contents, connection, programs, advanced
27.	* Using the Address Book Adding a new contact Creating a mailing group Addressing a message Finding an e-mail address
28.	Using electronic mail Starting Outlook Express Using the Outlook Express window Changing the window layout Reading file attachment Taking action on message-deleting, forwarding, replying

29.	* Email & newsgroups Creating and sending emails Attached files Receiving emails Locating and subscribing to newsgroups Posting a message to a newsgroup
30.	Chatting on internet Understating Microsoft chat environment Chat toolbar

Note : Term work will include printout of Exercises of practicals marked with asterisks (*)

Learning Resources Books

Sr. No.	Author	Title	Edition	Publisher
01	Vikas Gupta	Comdex Computer Course Kit	First	Dreamtech
02	Henry Lucas	Information Technology for management	7 Th	Tata Mc-Graw Hills
03	B.Ram	Computer Fundamentals Architecture and Organisation	Revised 3 rd	New Age International Publisher