

CSH 101: Computer Fundamentals

Teaching Scheme

Lectures: 4 hrs/Week
Tutorials: 2 hr/Week

Credits: 6

Examination Scheme

Class Test -20Marks
Teachers Assessment - 10Marks
Attendance – 20 Marks
End Semester Exam – 100 marks

Pre-requisites: Fundamentals of IT and Computer Language

Course Objectives:

1. Define the computer, generations, classification and basic concepts of computer
2. To discuss and solve the binary number and codes like BCD EBDIC
3. Describe the important computer system resources and the role of operating system in their management policies and algorithms
4. Introduction to MS words and various functions and how to work
5. Introduction to MS excel and various elementary functions using tools
6. To add basic objects and design elements to presentations

Detailed Syllabus

Unit-1

Introduction to Computer Fundamentals: Introduction to Computer, Block Diagram of Computer, Generation of Computers, Classifications of computers, Computer Memory, Input and Output Devices. Computer Virus, Types of Viruses, Computer languages: Machine, Assembly and High-level language, Assembler, Compiler and interpreter, Algorithms and flow chart.

Unit-2

Number System: Number System: Binary, Octal, Decimal, and Hexadecimal representation of Characters: ASCII and EBDIC codes.

Unit-3

Basics of Operating System: Definition of Operating System, Functions of Operating Systems Working with Windows Operating System: Introduction, The Desktop, Structure of Windows, Windows Explorer, File and Folder Operations, The Search, The Recycle Bin, Configuring the Screen, Adding or Removing New Programs using Control Panel, Applications in windows (Paint, Notepad, WordPad, Calculator), Comparison of DOS and Windows, Basic DOS Commands..

Unit-4

MS-Office: Introduction to MS-Office and its integrated nature-MS-Word: Starting Word, new documents, entering text, changing text, aligning, underlining, and justifying text. Tables – creation, adding rows and columns, splitting, and combining cells, Borders. Saving, closing, and operating documents, Adding headers and footers.

Unit-5

MS-Excel: Introduction, Starting MS-Excel, Basics of Spreadsheet, MS-Excel Screen and Its Components, Elementary Working with MS-Excel.

Unit-6

MS-Power Point: Introduction, Starting MS-PowerPoint, Basic concept of presentation software. Standard toolbar, formatting toolbar, and drawing toolbars in Power Point and their use. Creating and opening a presentation. Use of slide sorter, adding header/footer. Use of animation features. Inserting

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pictures, resizing pictures. Inserting organization chart. Use of auto content wizard.

Text and Reference Books

1. Computer Fundamentals, P.K. Sinha, BPB Publication, November, 2004.
2. Computer Fundamental and Concepts, V. Raja Raman, PHI, 4 th Edition, January 2010.
3. Go! With Microsoft Office 2010, Shelly Gaskin et.al., Volume 1, 2nd Edition

Course Outcomes:

1. Bridge the fundamental concepts of computers with the present level of knowledge of the students
2. To understand binary, Octal, Hexadecimal and their Arithmetic
3. To understand the main components of an OS & their functions
4. Students will create documents that demonstrate proficiency in the use of word processing,
5. Students will create documents that demonstrate proficiency in the use of Spreadsheets,
6. Students will create documents that demonstrate proficiency in the use of presentation applications.