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| <b>Subject Code: 2SC1000132</b>      | <b>Subject Title: Basics of Computer Concepts</b> |
| <b>COURSE TYPE: Elective Generic</b> |                                                   |

**Course Objective:**

To make the students aware regarding basic concepts of computer with its practical application.

| Teaching scheme (hours) per week |           | Credit |           |       | Theory Marks    |                  | Practical Marks |                  | Total |
|----------------------------------|-----------|--------|-----------|-------|-----------------|------------------|-----------------|------------------|-------|
| Theory                           | Practical | Theory | Practical | Total | Uni. Assessment | Cont. Assessment | Uni. Assessment | Cont. Assessment |       |
| 2                                | --        | 2      | --        | 2     | --              | 50               | --              | --               | 50    |

| Unit | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Lectures | Weight (%) |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|
| 1    | <b>Introduction to Computer:</b><br>Fundamentals Introduction to Computer Computer System Hardware<br>Computer Memory Input and Output Devices Interaction between User and Computer Introduction to Free and Open Source Software<br>Definition of Computer Virus, Types of Viruses, Use of Antivirus software<br><b>Basics of Operating System:</b><br>Definition of Operating System Objectives, types, and functions of Operating Systems Working with Windows Operating System:<br>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) | 15       | 50%        |
| 2    | <b>Introduction to Business Communication Tools:</b><br><b>MS-Word:</b> Introduction, Starting MS-Word, MS-Word Screen and its Components, Elementary Working with MS-Word<br><b>MS-Excel:</b> Introduction, Starting MS-Excel, Basics of Spreadsheet, MS-Excel Screen and Its Components, Elementary Working with MS-Excel<br><b>MS-Power point:</b> Introduction, Starting MS-PowerPoint, Basics of PowerPoint, MS-PowerPoint Screen and Its Components, Elementary Working with MS PowerPoint                                                                                                                                                                                                                                                               | 15       | 50%        |

**Learning Outcome:**

Students will learn the fundamental aspects of computer hardware, software, operating systems and their applications.

**Reference Books:**

1. Fundamentals of Computer & Its Application Part-I, Dr. A.M.Patel , Pankaj Pandya, Kiran Desai
2. IT Tools & Applications, Taxali R.K., TMH.
3. Alexis Leon and Mathews Leon (1999): Fundamentals of information technology, Leon Techworld Pub.

4. Jain, S.K. (1999): Information Technology “O” level made simple, BPB Pub.
5. Jain, V.K. (2000): “O” Level Personal Computer Software, BPB Pub.
6. D. Sharma – Foundations of IT
7. Rajaraman, V. (1999): Fundamentals of Computers, Prentice Hall India.
8. Hamacher, Computer Organisation, Mc Graw.
9. Archanakumar – Computer Basics with office automation, I.K. International Publishers.
10. Sinha, Computer Fundamentals, BPB Pub.
11. C.S. V Murthy Fundamentals of Computers, HPH
12. G.V Anjaneyulu – Computer Organisations
13. Saha & Saha – Computer Fundamentals
14. MS Office Complete Reference TMH Publication.