

FUNDAMENTALS OF COMPUTER

COURSE NO. CP-104A

Max. Marks (Ext. Exam): 80

Min. Pass Marks : 32

OBJECTIVES:

The objectives of this course include developing an appreciation of different software and hardware systems available in the industry among the students and build up the experience of computer usage in business organizations with specific reference to commercial data processing systems.

COURSE CONTENTS:

- Unit – I PC: Introduction, Configuration, Operating system features and functions, Application programs and packages. Word Processing: Word Basic, Formatting text & documents, Working with Header Footer, Tables, Macros, Toolbar, Mail merge. Excel: Spreadsheet , Range , Formulas , Functions , and Graphs. Power Point: - Power point basics, creating Presentation, Working with Text, Graphs, Multimedia.
- Unit – II Database : - Basic concept, Data base system architecture, data models, relational model, relations, relation representation, SQL,
- Unit – III Data Communication :- Computer Networks (LAN, MAN, WAN), Network Hardware, Reference Model , Network Topologies , Transmission mode, Transmission media (Guided, Unguided)
- Unit – IV Working with HTML tags:-colors, Hyperlinks, Unordered Lists, Ordered Lists, Definition Lists, Marquee, Tables, Forms, Basic of Java scripts & VB script for interactive pages. Website Hosting, E-Mail, Blogs, Forums.
- Unit – V System Security :- Virus, Type of Virus, Antivirus, Firewall, E-Commerce : Understanding of E-Commerce, Generation of E-Commerce, Needs & Importance of E-Commerce, Application of E-Commerce.

SCHEME OF EXAMINATION:

Total Marks : (Internal 20, External 80) = 100 marks

PATTERN FOR EXTERNAL EVALUATION:

Sec. A: (Short Answers)	4 out of 8	4 x 8 = 32 Marks.
Sec. B: (Essay type & case)	3 out of 5	3 x 16 = 48 Marks.

SUGGESTED READINGS :

1. Working with MS Office – Tata McGraw Hill.
2. Fundamental of Data base management system, Renu Vig, Ekta Walo, Indian Society of Technical Education.
3. Networking, Joseph R. Levy.
4. Mastering HTML 4.0 – Ray & Ray, BPB Publication.
5. The Antivirus Book – Saumil U Shah
6. E-Commerce Strategies – Charles Trepper, PHI.