Level I – First Year

**Introduction to Computer:** History of computers, Generations of computers, Computer-Definition, Characteristics, capabilities and Limitations, applications classification of computers based on size, shape and operating system.

Basic components of a computer System: Control Unit, ALU, Input / Output. Primary Memory-RAM, ROM, EPROM, PROM, EEPROM.

**Input and output Devices:** Keyboard, Mouse, Trackball, Joystick, digitizing tablet, touch pad, Scanners, Digital Camera, MICR, OCR, OMR, Bar-Code Reader, microphone, Light Pen, Touch Screen. Output devices-VDU, printers (Impact and Non-impact), plotters, speakers

**Memory devices and Number system:** Primary memory, Secondary memory, Various Storage Devices – Magnetic Tape, Magnetic Disks, hard disk, Floppy disk.


**Computer Software:** Types of Software – System Software, Application Software.


Level-II – Second Year

MS-OFFICE: MS-Word :- Creating a document, font operation, bullet and numbering, find & replace, hyper linking, mathematical operation, Create table and flow chart, Macro, Mail merge, Correcting grammar, protect files, difference between doc and docx. MS-PowerPoint :- Creating single and multiple slide, Animation, manual and automatic slide show, hyper linking, DFD, shape and style. MS-Excel:- Create sheet and rename sheet, table and operation, cells operation, hyper linking, Function(mathematic, logical), sort and data tools, protection(sheet, workbook).

**List of experiments:**
1. Create and Design Admission/Enquiry Forms etc.
2. Create bill/leaflets/brochures
3. Create Business Cards using Shapes, text, and colors.
4. Practice hyperlink and create links between word document texts to D: /, Play songs from Microsoft word text, create the link between internal and external files.
5. Create a chart and show the products prices comparison between 2016, 2017 and 2018.
6. Write an birthday invitation and send it to 50 invitees using mail merge option in MSWORD.
7. Create the student marks list of 10 students and declare result using MSEXCEL.
8. Create a power point presentation using about your college using images, tables etc. including animation and hyperlink option.
BOOKS FOR REFERENCE:

4. Computer Fundamentals-Pradeep K Sinha
5. Introduction to Computers-Peter Norton
6. MSOffice 2000 for everyone-Sanjay Saxena
7. MSOffice 2003 for dummies.
9. Learning MS-Office2000 by R Bangia (Khanna Book Pub)
10. Teach yourself MS-Office by Sandlers (BPB Pub).
11. Using MS-Office by Bott( PHI).