

SYLLABUS

SEMESTER-1

BASIC-5

COMPUTER STUDIES

Credits: 2

L	T	P
0	2	0

1. Introduction to computer

A Communication Tool: Works over great distance, high speed, with large number of people, low Cost, ease of operation, and collaboration. Collaboration Support System (CSS), Online Collaboration, Data for computer & Information

2. History of Computers

Short history of computers, Generation of computers: IBM and Apple-Macintosh; Microprocessors, Uses of Computer, Network and development of internet
Types of Computer: Mini, the Desktop PC, the Laptop and Note book Computer; Work stations, The Server - Main frame Computers.

3. Hard ware and software

Different parts of a computer and their uses, the monitor, The Computer console the key board, the mouse, and Peripherals

a) **Computer Hardware:** The mother board, the central Processing Unit (CPU), Input and Output devices, Storage device, System memory (RAM and ROM), Hardware connections

b) **Computer Software:** System Software, Operating System, Function and classification of Operating system, Difference between Windows and Macs, Utility software and Application software

4. Internet, Web technology

Internet Protocol, Layers of Internet: The Application layer, Transport layer, Network layer. The World Wide Web (WWW), Use of Hyper Text Markup Language (HTML) and cascading style sheets (CSS).Difference between web and internet, URI and URL

5. Computer virus and security

Types of Computer viruses, Spread of viruses, Virus detection and prevention of computer viruses, Computer security. Preventive maintenance, Corrective maintenance and Inspections

Reference Books:

1. Fundamentals of Computers: By V. Rajaraman & Niharika Adabala
2. Comprehensive Computer Learning: By B. Kumar
3. Operating System: By Dr. Mohamed Rafi & Mr. Vikram Sindhu S
4. Web Technology-Black Book : As per Mumbai University Syllabus
5. Internet and Web Technologies: By Shalini Gupta

COMPUTER PRACTICAL

Credits: 2

L	T	P
0	0	4

1. **Identification of various Hardware Devices:**

CPU, Keyboard, Mouse, Monitor & its connection to CPU

2. **Operating System Practice-Window**

Read Icons & understand its meaning, Know My Computer, My Document, Recycle Bin; File Types, Create a File and save the File in a Folder, Cut, Copy & Move functions, Idea about Control Panel, Screen Saver etc.

3. **MS office practice**

MS WORD:

- Opening a Page, Orientation of Page, Margin, Gutter, Alignment & its types,
- Typing Text, Font selection, Font size, Formatting Text - Bold, Underline, Italics, color
- Header & Footer, Line Space, Paragraph Space
- Find & Replace a Text, Insertion of Bullet, Insert Table (Simple & Complex), and Page Numbers into Documents
- Concept of Word Art, Inserting Picture & Symbol into a Document, Hyperlink, Mail merge