

**ST-2-CSC-201 (For BSc Programme)**

**ST-2-CSC-301 (For BA Programme)**

**LTP = 200**

## **COMPUTER SKILL**

**Unit 1: Introduction to Computer:** Generations of Computer , Block Diagram of a Computer, Functions of the Different Units (Input unit, Output unit, Memory unit, CPU (ALU+CU)), Basic Concept on Input Devices (Keyboard, mouse, joystick, track ball, light pen, scanner, card reader), Output Devices (Monitor, Printer, laser printer, dot matrix printer, ink jet printer, Projector), Memories (Cache Memory, Primary Memory (RAM, DRAM, SRAM, ROM, Types of ROM), Secondary Memories( Hard disk, Floppy, CD)

**Unit 2: Software and Operating System:** Software and its types, Operating System, Functions of O/S, Types of O/S, Program Language Translators (Assembler, Compiler, Interpreter), Utility Programs, Communication Software, Computer Languages (Machine language, Assembly language, High level language)

**Unit 3: Internet and Network Basics:** Network, Types of networks, concept on Communication channel (Guided and Unguided), Internet, Topology, Internet Protocol, e-mail, Browser, ftp, http, WWW, Virus and Antivirus, Firewall, client server architecture

### **Text Books:**

1. Introduction of Computer Sc. ITL ESL Pearson Education India

### **References:**

1. Trainer T.N., Computers, 4th Edn, McGrawHill.

2. Rajaraman V., Fundamentals of Computers, 2nd Edn, PHI.

**SP-2-CSC-202 (For BSc Programme)**

**SP-2-CSC-302 (For BA Programme)**

**LTP = 004**

## **COMPUTER SKILL**

### **Practical:**

i) **Windows Basics:** Basic components of windows, icons, types of icons, taskbar, desktop, title bar, files and folders, copying and moving files and folders, Control panel, display properties, adding and removing software and hardware, windows accessories.

ii) **Word Processor:** Creating & Editing Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Page Formatting, Bookmark, Mail Merge, Macros, Tables, Save, Printing, Styles, linking , Using Template)

iii) **Spreadsheet:** Creating & Editing Worksheet, Formatting Operations, Formulas and Functions, Inserting Charts, Sorting, Filtering, Table, Validation, Goal Seek

iv) **Presentation Software:** Creating, Manipulating & Enhancing Slides, Inserting Charts, Word Art, Animations, Picture and Sounds, Inserting Sound and Video, Hyperlinks