Computer Fundamentals and IT

Course Code: CSC 600   **Credits: 1+1**

Course Outcomes: At the end of course, the student will be able to understand:
1.Computer fundamentals including hardware and peripheral devices.
2. Basics of MS-Word, MS-Excel and Power Point software.
3: Creating basic documents, worksheets, presentations with their properties
4. Experience working with email and recognize email netiquette.

Syllabus

Unit 1: Computer Basics: Definition, Characteristics of Computers, Evolution of Computer, Generations of Computer, Classification of Computers, Applications of Computers, Computer System and its Components, Computer Memory, Memory Capacity, Input and Output Devices, Software and Hardware, System Software and Application Software, Operating System Definition and Functions, Working with Windows, File Management in Windows, System Utilities in Windows.

Unit 2: Introduction of MS-Word: The screen and its elements, Creating new documents, Writing and Simple Formatting, Page layout, Table, Pictures and Graphics.

Unit 3: Introduction of MS-Excel and Power Point: Basics of MS-Excel, Perform calculation on data, Manage worksheet, Analyze alternative data sets, Create and Manage slides, Insert and Manage Simple Graphics, Add sound and movements of slides.

Unit 4: Introduction of Internet and email: How to create e-mail, E-mail- sending a message, E-mail- attaching a document, How to use internet in research work.

Practicals:

Working with MS-Word: Prepare a word document of Ph. D. Synopsis, Prepare word document of Research Paper, Prepare word document of References.

Working with MS-Excel and Power Point: Prepare Tables and Charts (Pi-chart, Bar-chart), Insert pictures in a worksheet, Prepare Power Point presentation of the Ph.D. Synopsis, Prepare power point presentation having animation graphics and sound.

Internet and e-mail: Creating e-mail in different ways and websites, How to search research papers in Google Scholar and any Journal, How to search information related to research.

References:
1. Introduction to Information Technology, ITL Education Solutions, Pearson Education.
2. Introduction to Computer Science, ITL Education Solutions, Pearson Education.
3. Computer Fundamentals by P.K.Sinha & Priti Sinha, BPB Publications.