



KARNATAKA STATE OPEN UNIVERSITY

Mukthagangothri, Mysore – 570 006, India

Skill Development Programme

Syllabus – Undergraduate Programmes

COMPUTER FUNDAMENTALS

Level I – First Year

Introduction to Computers: Definition of computer, characteristics of a Computer, History of computers, Generation of Computers. Classification of computers-analog, digital and hybrid.

Classification of Computers according to size- Super Computers, Mainframe Computers, Personal computers.

Applications of Computer, Functional Units of a Digital Computer, Arithmetic Unit, Control unit, Memory and Input/Output unit.

Input devices-KeyBoard, Mouse, Scanner, OMR, OCR, Barcode reader, Joystick, Tracker ball, Touch screen, MICR, MODEM.

Output devices-monitor-different types, Printers-Impact and Non-Impact printers, plotter

Computer Memory: Elementary Concepts of Sequential and Random Access, Primary Storage Devices, RAM, ROM, Types of ROM-PROM, EPROM, EEPROM.

Secondary Storage Devices- Magnetic Disk, Magnetic Drum, Magnetic Tape, Hard Disk, CD-ROM, DVD, Pen drive.

Level II – Second Year

Hardware and software, Types of Programming Languages-Machine level, Assembly level High level, Classification of software- Application software and System Software. Language Translators-compiler, Interpreter, Assembler

Introduction to Number system –Decimal, Binary, Octal, Hexadecimal, their conversions, 1's complement, 2's complement.

Operating System-Definition, Functions of Operating system, Types of Operating system-Batch, Single user, Multi User, Timesharing, Real-time. Disk Operating System:

Introduction to DOS Commands. Types of DOS Commands.

Level III – Third Year

MS Windows, and its various elements of application windows title bar, menu bar, maximize and close buttons. Borders and corners, scroll bars, windows icon, folder icons, dialog box and its items, starting Microsoft windows.

Introduction to MSWord, creation of a new document, open an existing document, saving a document, entering text, editing a text, formatting –character, paragraph, page.

Find and Replace, Header and Footer, Working with text boxes, Insertion of pictures, charts and graphs,.

Table-Insertion, entering text and formatting, adding rows, columns, deleting rows, columns, deleting a table and its content.

spelling and grammar checking, Mail-merging facility.

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:

1. Alexis Leon and Mathews Leon: Fundamentals of information technology, Leon Tec world Publications.
2. Rajaraman. V: Fundamentals of Computers, Prentice Hall India.
3. Computer Fundamentals 6th Edition –pradeepsinha, preetisinha-BPB Publications
4. Computer Fundamentals-Pradeep K Sinha
5. Introduction to Computers-Peter Norton
6. MSOffice 2000 for everyone-Sanjay Saxena
7. MSOffice 2003 for dummies.
8. Carl Hamacher, ZvonkoVranesic and SafwatZaky, “Computer Organization”, Fifth Edition, Tata McGraw Hill, 2002.
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).