B.A./B.Com./B.Sc./B.B.A. (CBCS) Syllabus 2019– 2020
COURSE NO. AECC 2

BASIC COMPUTER SKILLS

OBJECTIVE:
The objective of this courses to enable student to understand the basic computer concepts related to day to day office environment.

UNIT – I: INTRODUCTION TO COMPUTERS
Introduction to Computation and Computers, components of computer CPU, Types of Memory, Types of computers – Software, Hardware Definition- Input devices (keyboard, MICR, OCR, OMR), Graphic input devices (Mouse, Graphic Tablet, Joystick), output devices (Printers - Impact & non-impact printer)- Introduction to Software, classification of software, Evolution of operating system, functions of operating system, Types of operating system.

UNIT - II: INTRODUCTION TO INFORMATION SYSTEM, WORD PROCESSING AND PRESENTATION:
Data & information, System, types of System, information system, Types system information system – definition, Application of information system, ethical and social issues in information system.
Word Processing -Creating, editing and saving documents, formatting features of word processing, working with tables and graphs, preview & printing documents;
Presentation – Creating, Editing and Saving shade shows, Templates, Animations – Brelitin Customer made – Preparing slideshows.

SUGGESTED BOOKS :
1. Computer fundamentals, 2e, A.K.Sharma, Universiy Press.
2. Introduction to computers , Tata Mc Graw Hill, Alexis Leon & Mathews Leon
3. Introduction to information technology, 2e, John Wiley & sons, Turban, Rainer, Potter
4. Computer fundamentals, Pearson, Anita Goel
5. Fundamentals of computers, Raja Raman, PHI
6. Basics of Computer Skills, Tulasi Ram, 2019, HPH