

Teaching and Examination Scheme

Teaching Scheme hrs/week		Examination Scheme					
Theory	Practical	Theory Marks	Duration	UT Marks	Pr. Marks	Or. Marks	TW Marks
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Rationale: This course deals with the basics of Computers. After the completion of this course, a student can understand different parts of the Computer and their functions, various Input, Output & Storage devices, Operating Systems, decimal system and connectivity through the Internet. In the Printing industry most of the operations are carried out using the computers rather than conventional camera operations, which makes it necessary for the students to learn the above mentioned contents.

Chapter	Name of the Topic	Hours	Marks
01	Fundamentals of Computer Introduction components of PC the system unit front part of system unit back part of system Unit CPU memory of computer monitor mouse, keyboard, disk, printer, scanner, modem, video, sound cards, speakers	--	--
02	Introduction to windows working with window desktop components of window menu bar option starting window getting familiar with desktop moving from one window to another reverting windows to its previous size opening task bar buttons into a windows creating shortcut of program quitting windows	--	--
03	GUI based editing, spreadsheets, tables & presentation application using MS Office & open office.org Menus opening of menus, toolbars-standard toolbars, formatting toolbars & closing of menus quitting document, editing & designing your document Spreadsheets working & manipulating data with excel changing the layout working with simple graphs & presentation working with power point and presentation.	--	--
04	Introduction to internet what is internet equipment required for internet connection sending & receiving emails browsing the WWW creating own email account internet chatting	--	--
05	Usage of computer system in various domains computer application in offices, books publication, data analysis ,accounting , investment, inventory	--	--

	control, graphics, database management, instrumentation, airline and railway ticket reservation, robotics, artificial intelligence, military, banks, design and research work, real-time, point of sale terminals, financial transaction terminals.		
06	Information technology for benefits of community impact of computer on society social responsibilities applications of IT impact of IT ethics and information technology future with information technology	--	--
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No	Practical
01	Introduction Components Of PC The System Unit Front Part Of System Unit Back Part Of System Unit CPU Memory Of Computer Monitor Mouse, Keyboard, Disk, Printer, Scanner, Modem, Video, Sound Cards, Speakers.
02	Introduction & Instillation of Computer Software.
03	Understanding Of Windows & Basic Of Windows.
04	Use Of My Computer Icon.
05	Working Windows Explorer.
06	Working With Paint.
07	Working With Not Pad.
08	Working With Micro- Soft Word.
09	Working With Micro- Soft Excel.
10	Working With Micro- Soft Power Point.
11	Introduction Of Internet Explorer.
12	Skill Test.

Reference Books

No	Title of Book	Author	Publisher
01	Ms-Office		YCMOU
02	Fundamentals Of Computer	Raja Raman	Printlce- Hall India
03	MS-CIT		MKCL Maharashtra