

SYLLABUS OF ELEMENTARY COMPUTER

(Under graduate level Elementary Computer, Compulsory Paper
for BA, B.Com & BSc Courses)

Work Load: 4 hours per week.

Max. Marks: 100 Marks (Objective Type / multiple choice type 100 question of one
mark each on OMR sheet)

Minimum passing marks: 36 marks

Unit- 1

Introduction to information Technology. Evolution and generation fo computers, type of computer, micro mini mainframe and super computer . Architecture of a computer system CPU ALU, Memory (RAM.ROM families) cache memory. Input /output device, pointing devices.

Concept of Operating system need types of operating systems, batch single user, multi-processing distributed and timeshared operating system. Introduction to Unix, Linux, Windows Windows NT Programming languages Low level and high level languages,generation of languages, 3 GL and 4 GL languages, Graphics User Interfaces

Unit -II

Word Processing Tool. Introduction C reating, Saving. Copy, Move and Delete. Checking Spelling and Grammer. Page 1 ayout ,interface, toolbars, ruler menus ,keyboard shortcut, editing. Text Formatting insert header and footer, Bullets and Numbering, Find and Replace etc, Insert Table and Picture, Micro, Mail Merge.

Power point: Creating and viewing a presentation managing slide shows.navigating through a presentation using hyperliks advanced navigation with action setting and action buttons. Organizing formats with Master Slide applying and modifying designs, adding graphics, multimedia and special effects.

Electronic Spreadsheet Worksheet basics , create , save and open a worksheet. Entering data text. Numbers and formula in a worksheet. Inserting and deleting cells formatting inserting rows and columns in worksheet formatting worksheet using various formula and inbuilt functions update worksheets using special tools like spell check and auto correct etc Margins of worksheets for printing, Format the data in the worksheet globally or selectively. Creating charts. Enhance worksheets using charts, multiple worksheets concepts.

Unit IV

The Internet and Functions of the Internet, working with Internet, Web Browser, Word Wide Web Uniforms Resource Locater and Domain Names, Uses of Internet, Search fro Information , Email, Chatting , Instant messenger seviles, News Group, Teleconferecing, Vedio- Conferencing, E- Commerce and M-Commerce

Manage an E-mail Account, E-mail Address configure E-mail Account.log to an E-mail, Receive E-mail, Sending mails, sending files an attachments and address Book. Downloading Files. Online form filling, E-Service – E-Banking and E- Learning.

Unit-V

Social, Ethical and Legal Matters- Effects on the way we: Work Socialise, Operate in other areas.

Cyber crime, prevention of crime. Cyber law : Indian IT Act, Intellectual property, Software piracy. Copyright and Patent, Software licensing, Proprietary software. Free and Open souce software.


Network Security. Risk assessment and security measures, Assets and types (data applications. System and network), Security threats and attacks (passive, active), types and effect (e.g Identity theft: Denial of service. Computer virus etc), Security issues and security measures (Firewalls, encryption/decryption),Prevention.

Log





SESSION-2022-23


अकादमिक प्रभारी
महाराजा यूरजमल बृज विश्वविद्यालय
भरतपुर (राज.)