SEMESTER-II

Module -I: Introduction To Computer

Exploring Computers
Overview: The computer defined, Characteristics of a Computer, Limitations of Computer Computers in our World, Computers for Organizations, Computers in Society, Why are computers so important

Looking inside the computer system:
Overview: The parts of a computer system, Computer hardware, Computer Softwares: System software and Application software, Computer data, Computer users.

Information Processing Cycle:
Overview: The information processing cycle, Block Diagram of Computer, Processing devices (CPU), Input and output devices, Memory devices,

Module -II: Operating System, Networking and Database Management System

Input, Output Devices:
Overview: Using the keyboard and mouse, The keyboard - How the computer accepts input from the keyboard, The mouse - Variants of the mouse, inputting data in other ways: Devices for hand, Optical input devices, Audio-visual input devices. Output Devices: Commonly used Monitors, Specifications of Monitors, Data projector, Printer: Commonly used printers, High-quality printers, Plotters, Speakers

Types of storage devices:
Overview: Categorizing storage devices, Magnetic storage devices,How data is stored and organized on a Magnetic disk, How the operating system finds data on a disk, Hard Disks, Tape drives, Optical storage devices, Solid-state storage devices – Flash Memory, Smart cards and Solid-state disks.

Transforming data into information:
Overview: The difference between data and information, How computers represent data, How computers process data, Machine cycles, Memory, Cache memory.

Module -III: Operating System, Networking and Database Management System

Operating system basics:
Overview: The purpose of operating systems, Types of operating systems, Providing a user interface, Running programs, Managing hardware, Enhancing an OS utility software.

Networking Basics:
Overview: Sharing data anywhere, anytime, The uses of a network, Common types of networks, Hybrid networks, How networks are structured, Network topologies and protocols, Network media, Network hardware.
Database Management Systems:

**Module -IV: MS-Word and Power Point Basics**

**Word Basics:**
Overview: Starting word, Creating a new document, The parts of a word window, Typing text, Selecting text, Deleting text, Inserting text, Replacing text, Formatting text, Cut, Copy, Paste – Formatting Text and Documents, Auto format, Line spacing, Margins, Borders and Shading.

**Headers, Footers and Tables:**
Overview: Definition of headers and footers, creating basic headers and footers, creating different headers and footers for odd and even pages. Overview: Creating a simple table, Creating a table using the table menu, Entering and editing text in a table, adding rows, changing row heights, Deleting rows, changing column width.

**Graphics, Templates, Macros and Mail Merge:**
Overview: Importing graphics, Clipart, Insert picture, Clip Art Gallery, drawing objects. Template types, using templates, exploring templates, modifying templates. Macro, Record in Macros, editing Macros, Running a Macro, Mail Merge concept.

**Features of Power Point**
Overview: Features of Power Point, Starting Power Point, Parts of Power Point Creating Presentations; Overview: Using blank presentation option, Using design template option, Adding slides, Deleting a slide, Saving presentation, Closing presentation, Printing presentation elements. Working with Graphics and Sound Effects: Overview: Importing Images from the outside world, Drawing in power point, Transition and build effects.

**Prescribed Books:**

**Reference Books:**