

Department of Higher Education, Government of M.P.
Semester wise syllabus for under graduate classes

As recommended by central board of studies and Approved by HE the Governor of M.P. With effect from: **Session 2018-2019**

Class - **B.A./B.Sc./B.Com./B.H.Sc.**
Subject - **Foundation Course**
Paper - **Paper-II**
Paper Title - **Basics of Computer & Information Technology - I**
Semester - **Fifth (V)**

Max. Marks : 42

Unit I: INTRODUCTION TO COMPUTER

Basic Organization of Computer System: Block diagram & Functions (Central Processing Unit, Input/Output Unit, Storage Unit); Characteristics; Capabilities & Limitations.

Types of Computing Devices: Desktop, Laptop & Notebook, Handheld, Smart-Phone, Tablet PC, Server, Workstation & their Characteristics.

Primary Memory & Their Types: RAM (DRAM, SRAM, DDR, RDRAM & EDORAM); ROM, PROM, EPROM, EEPROM; Cache Memory.

Unit II: PHERIPHERAL DEVICES

Input Devices: Keyboard, Mouse, Trackball, Joystick, Digitizer or Graphic tablet, Scanners, Digital Camera, Web Camera, MICR, OCR, OMR, Bar-Code Reader, Voice Recognition devices, Light pen & Touch Screen.

Output Devices: Display Devices (CRT, TFT, LCD, LED, Multimedia Projectors); Video Standard: VGA, SVGA, XGA etc; Impact Printers (Daisy Wheel, Dot Matrix & Line Printer); Non-Impact Printers (Inkjet, Laser, Thermal); Plotters (Drum & Flatbed); Speakers.

General introduction of Cards, Ports and SMPS: Expansion Cards (Display/Video/Graphic, Sound and Network Interface), Ports (USB, Serial and Parallel, Network), SMPS.

Unit III: STORAGE DEVICES

Magnetic Tape, Cartridge Tape, Data Drives, Hard Disk Drives (Internal & External), Floppy Disks, CD, VCD, CD-R, CD-RW, Zip Drive, DVD, DVD-RW, USB Flash Drive, Blue Ray Disc & Memory cards.

Brief description of above storage devices with elementary idea about their capacity and speed.

Unit IV: OPERATING SYSTEM (OS):

Functions of Operating System. Types of Operating System. Introduction to Operating System for i-pad & Smartphones.

Elementary idea of DOS, WINDOWS & LINUX Operating Systems.

DOS Basics: FAT, File & directory structure and naming rules, Booting process, DOS system files. Internal & External DOS commands.

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Windows basics (Only elementary idea):

(i) **Windows 7 & 8:** Desktop, Control Panel; Saving, Renaming, Moving, Copying & Searching files & folders, Restoring from Recycle Bin. Creating Shortcut, Establishing Network Connections.

(ii) **Features of Windows 8.1:** Touch Screen Features, Tiles, Charms, Customizations and Apps.

LINUX basics: Features of LINUX, Starting & Shutting down Linux, Introduction to Linux files & Directory. General idea about popular mainstream Linux distribution such as Debian, Ubuntu & Fedora.

Unit V: Text Reading & Editing Software

General information about PDF readers: Adobe Acrobat, Nitro, PDF-XChange, etc.

General information about application packages: Microsoft Office, Open Office & WPS office.

Text editing and formatting using Word-2007 & onwards versions: Creating documents using Template; Saving word file in various file formats; Previewing documents, Printing document to file/page; Protecting document; Editing of Selected Text, Inserting, Deleting and Moving text.

Formatting Documents: Page Layout, Paragraph formats, Aligning Text and Paragraph, Borders and Shading, Headers and Footers.

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