	GURGAON INSTITUTE OF TECHNOLOGY & MANAGEMENT
	COURSE PLAN

Name of the Teacher Rekha	
Department: CSE	Session 2018-19
Branch/Semester: MBA 2 nd	Subject Name & Code: 16CSAF1

Books Referred:**Text Books : A K SHARMA**


1 Microsoft Office – Complete Reference

Reference Books :

1 Nasib Singh Gill: Handbook of Computer Fundamentals

2 P.K Sinha: Computer Fundamentals

Lecture No.	Topics to be Covered
1.	Overview of Data Processing, History of Computing.
2.	Computer Generations
3.	Characteristics of Computer, Anatomy of Computer, Classification of Computers
4.	Introduction, Number Systems and its types
5.	Inter-conversion of Number Systems;
6.	ASCII and EBCDIC codes
7.	Concept of Input/Output, Types of Input Devices
8.	Output Devices – Printers, Plotters and Monitors.
9.	Characteristics of memory systems, memory hierarchy,
10.	Types of Memory – RAM, ROM, etc.;
11.	Magnetic Disks, Magnetic Tapes, Optical Disks;
12.	Concept of Cache Memory and Virtual Memory
13.	Introduction, Software Types, Language translators
14.	System Utility Software, Application Software; Operating System – Characteristics.

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15.	Its functions, and its classification;
16.	User Interfaces – CUI and GUIs.
17.	DOS and Windows operating.
18.	Using Word Processing: Opening and Closing of documents, Text creation and Manipulation
19.	Moving Around in a Document, Formatting of text, Table handling, Spell check.
20.	Language setting and thesaurus, Handling Multiple Documents, Printing of word document.
21.	Using Spreadsheet tool: Basics of Spreadsheet; Manipulation of cells, Formulas and Functions.
22.	Editing of Spread Sheet, Page setups, header and footer, printing of Spread Sheet
23.	Using Slide Presentation Tool: Basics of powerpoint, Preparation and Presentation of Slides, Slide Show,
24.	Formatting and Clip Arts, Taking printouts of presentation / handouts.
25.	Communication and Networks: Data Communication, Transmission Modes, Basics of Computer networks
26.	types of computer network - LAN, MAN, WAN
27.	Network Topologies
28.	and Applications of Computer Networks.
29.	Internet Basics: Concept of Internet, Application of Internet, WWW, Websites and URLs
30.	Search Engine Using Electronic mails, Instant Messaging, Web Browsing software, Surfing the Internet.
31.	Computer Applications: Data Analysis, Sports, Research, Education
32.	Business, Medicines & Health Care, Weather Forecasting, Military.
33.	Social Concern: Positive and Negative Impacts of Computer Technology, Computer Crimes
34.	Computer Virus: Definition, Types of viruses,
35.	Characteristics of viruses, antivirus software.