

COURSE: VSC
Fundamentals of Computers

Semester: II	Subject Code: BBVSCCA22303	Credits: 02	Lectures: 30
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Course Outcomes:

At the end of the course, the learner will be able to:

- CO1- Recall the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software.
- CO2- Recognize an understanding regarding cautions to be taken for security, and safety using internet-based service.
- CO3- Demonstrate application part of MS. Office Tools.
- CO4: Explain the significance and need of Computing and learn its application.

Unit 1: Introduction to Computers

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- Introduction
- Components of a computer system – CPU, memory, storage devices, and I/O devices, Block diagram of a computer
- Data Organization
- Types of Software:
- Application Software and System Software (Meaning and Examples)
- Operating System: Introduction and Significance
- Basics of Cyber Security
- Safely browsing the web and using social networks, Identity protection, proper usage of passwords, privacy, the confidentiality of information, cyber stalking, reporting cybercrimes, Malware: Viruses, adware, Cyber Ethics

Unit 2: Computer Application using MS Office Tools

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- MS Office tools : Word Processor:
- Edit and format text, Format paragraphs with line and/or paragraph spacing, Add headers and footers, numbering pages, grammar and spell check utilities, subscript and superscript, insert symbols, use print preview, and print a document, Insert pictures, change the page setting, Add bullets and numbering, borders and shading, and Insert tables – insert/delete rows and columns, merge and split cells.
- PowerPoint Presentation: understand the concept of slide shows, basic elements of a slide, different types of slide layouts, create and save a presentation, and learn about the different views of a slide set – normal view, slide sorter view and handouts, Edit and format a slide: add titles, subtitles, text, background, and watermark, headers and footers, and slide numbers., Insert pictures from files, create animations, add sound effects, and rehearse timings.
- Spreadsheets: Concept of a worksheet and a workbook, Working with a spreadsheet: enter numbers, text, date/time, and series using auto fill; edit and format a worksheet including changing the color, size, font, and alignment of text; insert and delete cells, rows and columns, Use simple statistical functions: sum (),



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average (), max (), min (), if () (without compound statements);, Embed charts of various types: line, pie, scatter, bar, and area in a worksheet

Recommended Text Books:

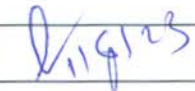
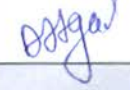
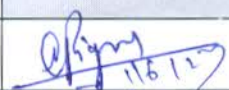
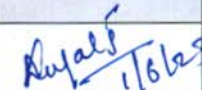
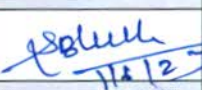
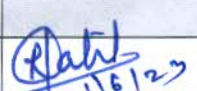
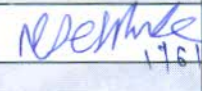
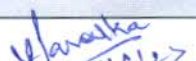
- Anurag Srivastava, *Computer Fundamentals*, Thakur Publications, 2019,
- Saha and Saha, *Computer Fundamentals*, Himalaya Publications, 2012
- C.S.V.Murthy, *Fundamentals of Computers*, Himalaya Publications, 2017
- Pradeep K. Sinha, *Computer fundamentals*, BPB Publications New Delhi-2011
- *Ms Office E-Book For Beginner With Assignments: Ms.word, Excel & Power Point Full Knowledge's Kindle Edition*

Reference Books:

- Matt Bishop, *Introduction to Computer Security*, Pearson New Delhi 2019
- G.V. Anjaneyulu, *Computer Organization*, Himalaya Publishing House Mumbai, 2015
- V. Rajaraman, *Fundamentals of Computers*, PHI Learning New Delhi, 2015
- Anita Goel, *Computer Fundamentals*, Pearson, 2010
- Navneet Kumar, *Cyber Security: Society, Laws and Ethics* -Amazon Asia-Pacific Holdings Private Limited

Websites:

- <https://www.tutorialspoint.com/>
- <https://www.javatpoint.com/computer-fundamentals-tutorial>
- <https://www.ukessays.com/essays/information-technology/introduction-of-cyber-ethics-information-technology-essay.php>

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