AIM:
To create an awareness of Computers and Internet.

OBJECTIVES:
• To understand the various components of a computer system.
• To familiarize students with different concept of networking.
• To make students acquainted with the latest tools available in internet.
• To help students acquire the ability to use office automation tools effectively.

UNIT I  INTRODUCTION TO COMPUTERS
9
Introduction to computers, Computer Applications and Characteristics, Evolution, Generations of Computers,
Different classification of computers, Basic Computer Organisation – Input unit, Memory Unit, CPU, Output unit,
Number Systems and its conversion.

UNIT II  COMPUTER HARDWARE AND SOFTWARE
9
Different types of Operating Systems: Windows, MAC, Linux, Computer Hardware – Different parts of Computer
systems - Motherboard, RAM, Storage Devices, Input and Output devices, Computer Software – Types of Softwares
– Application and System Software, Software Development stage, Algorithms and Flowcharts.

UNIT III  COMPUTER NETWORKS
9
Introduction to computer networks, Benefits of networking, Classifications of Network based on Geographical
Locations and Topology, ISO Reference Model, Circuit Switching and Voice network, Packet Switching and Data
network, Communication devices – Hub, Switches, Bridges, Routers and Gateway.

UNIT IV  APPLICATIONS OF INTERNET
9
Basic Internet Terminologies, Evolution of Internet, Intranet and Internet Architectures, Computer and Network
Security, Blogs, Podcasts, Wikis and other powerful web tools.

UNIT V  OFFICE AUTOMATION
9
Introduction to Office packages, Word – Creating and formatting documents, mail merge, Creating Macros,
Spreadsheets – Entering data in a worksheet, Basic functions in Excel, Adding Charts, Pivot table reports and pivot
chart reports, Powerpoint – Format slides and presentation, Using templates and masters, Importing Multimedia
Contents, Animation effects and transition, RDBMS Package – Files and Data management, Database Design,
Forms and Reports.

TEXT BOOKS
   Hill Education Pvt. Ltd., 2009. (unit 1 & 2)

REFERENCES