

G.VENKATASWAMY NAIDU COLLEGE (AUTONOMOUS)

(Re-Accredited with "A" Grade by NAAC)

Department of B.Sc., Information Technology

U23IT6OE - FUNDAMENTALS OF COMPUTER AND NETWORKING

Course Code	Course Title	Category	Lecture	Tutorial	Practical	Credit
U23IT6OE	Fundamentals of Computer and Networking	Open Elective	0	0	0	3

Year	Semester	Internal Marks (CIA)	External Marks (ESE)	Total Marks
III	VI	0	100	100

Course Objective

- The course is aim at imparting a basic level appreciation programme for the common man
- After completing the course, the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc

Course Outcomes (COs)

On the completion of the course the student will be able to

CO	Course Outcome	Knowledge Level (RBT)
CO1	understand the fundamentals of Computer.	K1,K2,K3,K4,K5
CO2	learning the concept of ms excel	K1,K2,K3,K4,K5
CO3	apply different idea in ms word.	K1,K2,K3,K4,K5
CO4	knowledge on ppt presentation.	K1,K2,K3,K4,K5
CO5	know the concept of internet and networking.	K1,K2,K3,K4,K5

K1–Remember; K2–Understand; K3–Apply; K4–Analyze; K5–Evaluate; K6–Create

CO-PO and CO-PSO Mapping (Course Articulation Matrix)

COs	POs							PSOs		
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	2	1	1	1	2	1	2	1	2	1
CO2	2	2	1	1	1	1	1	2	1	1
CO3	2	1	1	1	1	1	1	1	2	1
CO4	1	1	1	1	1	1	1	1	1	1
CO5	1	2	2	1	1	1	1	2	1	1
Total	8	7	6	5	6	5	6	7	7	5

(3-Strong, 2-Medium, 1-Low, -No Correlation)

Course Content

UNIT-I: OVERVIEW OF COMPUTER

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What is Computer, Basic Applications of Computer, Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software: Concept of Computing, Data and Information, Applications of IECT, connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

UNIT-II: MICROSOFT EXCEL

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Microsoft Excel: Introduction to Spreadsheets – Use of Spreadsheet – Spreadsheet Basics – Formatting a Spreadsheet – Graphs – Functions of Microsoft Excel – Starting Microsoft Excel – Excel Work Environment – Changing size of a Work book and Excel Window – Cell and Cell Address – Standard Toolbar – Formatting toolbar – the Formula bar – Status bar – Components of an Excel Workbook. Working in Excel: Entering data in cell address – Making changes to an entry – Mathematical Calculations – Formulas using numbers – Formula using Cell address – Defining functions simple Graphs

UNIT-III: MS WORD

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Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

UNIT-IV: POWER POINT

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Making Small Presentation: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

UNIT-V: INTERNET AND NETWORKING

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Introduction to Internet: WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website

Text Books

1. Introduction to Computers and Information Technology, D. Glory Ratna Mary, S. Selvanayahi, V. Joseph Peter, Shekina Publications 2016.
2. VIKAS GUPTA, “Comdex Computer Course Kit (XP Edition)”, Dec 2012, Dreamtech press, New Delhi.

Reference Books

1. Introduction to Information Technology ITL Education Solutions Limited, Pearson Education 2005.
2. Fundamentals of Information Technology by Alexis Leon & Mathews Leon Vikas Publication – New Delhi 2009.
3. Stephen L. Nelson, “The Complete Reference office 2000” Tata McGraw – Hill Publishing Company limited 1999, New Delhi.
4. N.Krishnan, “Window and MS Office 2000 with Database Concepts” Scitech publications (India) Private Ltd 2000, Chennai.

Web Resources

1. <https://www.javatpoint.com/fundamentals-of-computer-networking>
2. <https://docs.microsoft.com/en-us/learn/modules/network-fundamentals/>
3. <https://www.udemy.com/course/computer-networking-fundamentals-m/>
4. https://www.tutorialspoint.com/computer_concepts/computer_concepts_basics_of_computer_networks.htm

Course Designer

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