Objective - To give the basic knowledge of Computer hardware, Internet and application software to the students.

UNIT - 1   **Introduction to Computers** History of Computer, Generations, Characteristics, Advantages and limitations of Computer, Classification of Computers, Functional Components of Computer, input, Output and Processing, Concept of Hardware and Software, Data & Information. Concept of data storage. Number system. Decimal, Binary, Hexadecimal ASCII.

UNIT - 2   **Introduction to GUI Based Operating System:** Basics of Operating system, Basics of DOS & LINUX, The User interface, File and directory management, Windows setting, Control Panel, devices and Printer setting, Using various window commands for desktop.

UNI - 3   **Word-Processing:** Word-processing basics, Menu Bar, Opening and closing documents, save & save as, Page setup, print preview, and printing. Text creation and manipulation Editing, cut copy paste. Document creation, editing, Formatting the text – Paragraph indenting, bullets and numbering, changing case, Table manipulation – creation of table, insertion and deletion of cell, row and column.

UNIT - 4   **Network basics,** Internet Basics of computer network LAN, WAN etc, Concept of Internet, Basic of Internet Architecture, Services on Internet Architecture, World wide web and websites, Communication on Internet, Internet Services, Preparing Computer for Internet Access, ISPs and Examples, Internet Access Technologies. Web Browsing, configuring web browser, Popular search engines Downloading and printing web pages. Internet application Basics of E-mail, E-mail addressing, forwarding and searching.

Recommended Books:

- Sinha P.K., Computer Fundamentals, BPB Publishing.

- Bill Bruck., The Essentials Office 2000 Book, BPB Publishing.

- Leon A.& Leon M.,Introductions to Computers,Vikas Publication