

**Certificate Course in Information Technology (Add On Course)
for B.A/ B.Sc./ B.Com. Part I
2012, 2013 and 2014 Examinations**

Paper A (Theory)

Introduction to IT and Operating System

Max. Marks: 100 (Theory: 60; Practical: 40)
Min Pass Marks: 35%

Max Marks: 100
Maximum Time: 3 Hrs
Weekly Workload: 8 Lectures
(6 L Theory, 2L Practical)

INSTRUCTION FOR THE PAPER SETTER

The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 20% marks each. Section E will have 5-10 short-answer type questions, which will cover the entire syllabus uniformly and will carry 20% marks in all.

INSTRUCTION FOR THE CANDIDATES

Candidates are required to attempt one question each from the section A, B, C and D of the question paper and the entire section E

SECTION - A

Computer fundamentals, Historical evolution of computers, characteristics of computers, capabilities and limitations of computers, computer generations.

Types of Computers: PCs, micro, mini, mainframe and super computers.

Applications of computers: Computers and their impact on society, computer in education, commercial data processing, public utilities, and computers in home.

Block diagram of computer identifying various components and their functions.

Primary Memory: concepts of RAM, ROM, EPROM, etc.

Secondary/Memory magnetic tape and disk, hard disk, floppy disk, compact disk.

I/O Devices: keyboard, tape, disk/diskette devices, light pen, mouse, joystick, source data automation (MICR, OCR, OMR) screen assisted data entry, potable/hand held terminals for data collection, vision output systems serial, line, page printers, plotters, visual output voice response units.

SECTION B

Disk Operating System (DOS)

Introduction to operating system definition, need of operating system, operating system services, functions of operating system as resource manager.

Types of operating systems: simple batch systems, multiprogrammed systems, time sharing systems, multi tasking system multi user systems, multi processor systems.

DOS:- Booting Process, Commands:- Internal Commands: DIR, CLS, DATE, TIME, DIR, CDDIR, MD, VOL, COPY CON, TYPE, REN, PATH, VER, RD, PROMPT

External Commands: EDIT, ATTRIB, BACKUP, RESTORE, CHKDSK, SCANDISK, DISKCOPY, DISKCOMP, FORMAT, LABEL, DOSKEY, PRINT, SOFT, FIND, XCOPY

SECTION C

Introduction to Windows: System Requirements, Working with Windows-Desktop, Basics Layout, Icons, Opening Windows, Window Characteristics, Window Controls, Resize Windows, Arrange Windows, Taskbar, Working with screen saver.

Files and Folders-Organization, Searching for files, working with folders through windows explorer.

Maintenance - Recycle Bin, Disk Cleanup, Add & Remove Programs.

SECTION D

Word Processing: MS Word: Introduction to Word Processing, Toolbars, Ruler, Menus, Keyboard Shortcut, Previewing documents, Printing documents, Formatting documents, Checking the grammar and spelling, Formatting via find and replace, Using the Treasures, using Auto Correct, word count, Hyphenating, Mail merge, mailing Labels Wizards and Templates, Handling Graphics, tables Converting a word document into various formats.

Text Books:

1. Guy and Hart-Davis, "Windows XP and Office-2003", McGraw Hill, 2004.
2. Andy Ratbone, "Windows XP for Dummies, Page 3", 2004, Wiley Publishing.
3. D.S. Yadav, "Foundation of IT", New Age Publishers, Delhi.
4. Curtin, "Information Technology: The Breaking Wave", TMH.
5. Rajaraman, "Introduction to Computers", 4th Edition, PHI.
6. Alexis Mathews, Leon and Leon, "Fundamental of Information Technology", Vikas Publishing House.

**Operating System and MS-Office
Paper - B (Practical)**

Max. Marks: 40

Min Pass Marks: 35%

Maximum Time: 3 Hrs

Lectures to be delivered: 40 Hours

The Laboratory course will comprise of exercises to supplement what is learnt under Paper-A i.e. MS-Word and Windows.