

Syllabus

(Ph.D course work)

(B) COMPUTER APPLICATION & GENERAL AWARENESS

CONCEPTS OF COMPUTERS

Brief history of Computers, Generation of Computers, Characteristics of Computer, Major Areas of Computers and their applications.

COMPONENTS OF COMPUTERS

CPU, Input-Output Devices, Memory Types, Software & Hardware, Data & Information, Graphics & Audio-Video Presentation.

OPERATING SYSTEM

Overview of Operating System, types of operating system, Software classification.

DATA PROCESSING

Data processing tool & techniques, Security issue of Computers. Use of LATEX.

INTRODUCING WWW

Use of Internet, Website, Web Browser, Search Engine, E-Mail etc.

ASSIGNMENTS:-

1. Introducing computer- Procedure of using computers, installation of operating system and other purpose software.
2. Creating different type of file, folder, working with file, save, save as, cut, copy, paste, moving file & folder.
3. Creating documents using MS-Office, new file, fonts, formatting, page layout, colors etc.
4. Creating PPT using MS-Office slide, inserting new slide, visualization slide, fonts and background etc.
5. Drawing picture using paint brush, editing, saving in different picture format, GIF, JPEG, PNG etc.
6. To find out following keywords using search Engine, research, thesis, journal, publication.
7. Create at least 2-2 email account in Gmail and Yahoo.
8. Create Email and send it to your friend, also learn the forwarding of mail, attaching file in email etc.
9. Procedure of searching particular documents/software and downloading it through internet.