Shastri- I Year(I Semester)

AEEC-1

Course Name: Fundamentals of Computer Systems & Word Processors with Unicode

Introduction: This syllabus covers computer system fundamentals alongside practical MS Word applications, emphasizing Unicode for international text encoding.

Objective: The objectives of this syllabus are to provide a comprehensive understanding of computer system fundamentals and to develop proficiency in utilizing MS Word with a focus on Unicode for text representation.

Learning Outcomes: By the end of this course, students will demonstrate a solid grasp of computer system fundamentals and proficiently apply Unicode encoding in MS Word for diverse text representation needs.

Theory	:60Marks	
Internal Assessment	:40 Marks	

Unit	Topic	Hours	Credits (2)
1	**Fundamentals of Computer Systems**-Introduction to Computers, History of computers, Basic components of computers. Types of computers. Hardware Components: Introduction to computer hardware, Input, and output devices, Motherboard, CPU, RAM, storage devices, Peripherals (printers, scanners, etc.) Software Components: Introduction to computer software, Operating systems, Application software, Utilities, and tools. Operating Systems: Introduction to operating systems, Types of operating systems (Windows, DOS, Linux), BIOS; System utilities – Editor, Loader, Linker, File Manager. Concept of GUI and CUI standards. features of Windows desktop, components of Windows, and the function of each component of Windows. Control panel, disk defragmentation installation, and uninstallation of the application software. Algorithm & Flowcharts.	15	01 credit
2	**Word Processors with Unicode**-Word Processing concepts: Saving, Closing, opening existing documents, selecting the text, editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and paragraph formatting, Page Design, and Layout. Editing and Proofing Tools: Checking and correcting spellings. Handling Graphics. Creating Tables and Charts. Document Templates and Wizards, Mail merge, Footnote, Reference, Bibliography, Input methods: In-script and phonetic keyboard.	15	01 credit

Reference Books-

1. Fundamentals of Computer by E Balagurusamy, Tata McGraw Hill Education-Pvt. Ltd, New Delhi

2. Fundamentals of Computer by V Rajaraman; Prentice Hall of India Pvt. Ltd., New Delhi

3. IT Tools and Business Systems, SatishJainet.al, BPB Publications.