

**Department of Computer Science**  
**FUNDAMENTAL OF IT (Multidisciplinary)**  
Semester II

**UNIT -1** : Basic Concept of IT

1	Data & Information, Data Processing, Characteristics of Information
2	History, Classification of computers, Types of Computer
3	Hardware, Software, Firmware, Live ware, Types of Software: System Software and Application Software
4	Input Output Device

**UNIT -2** : Number System

1	Decimal , Binary, Octal, Hexadecimal
2	Converting Techniques in Number systems

**UNIT -3** : Memory and Storage

1	Computer Memory: Primary Memory,Secondary memory
2	Random Access Memory (RAM): Types of RAM
3	Read Only Memory (ROM):Types of ROM,Cache Memory
4	Storage Device: Hard Disk, DVD, Flash Memory

**UNIT -4** : Working with Office

[L + T + P]: 05 + 04 + 0 = 09 hrs

1	<b>Word:</b> Toolbars, Menus, Previewing Document, Printing Documents, Mail Merge,Editing a word document
2	<b>Excel:</b> Creating Worksheet, Entering Data into Worksheet, Handling Information, Formulation,Preparing different charts
3	<b>Power Point:</b> Menus: Insert, Format, Tools, and Slide Show, Formatting of slides

## **UNIT -5 : Internet & its Uses**

1	History of Internet
2	WWW & Web Browsers
3	Features of Web Browsers
4	Working of Internet, E-Mail, Application of Internet