

B.A (Prog) Sem V
Generic Elective Paper: IT Fundamentals
Guidelines
(Effective from Academic Year 2019-20)


Unit	Topic	Unit/Chapter	Reference
1	Introduction: Introduction to logical organization of computer, input and output devices, keyboard, mouse, joystick, scanner, OCR, OMR, monitor, Printer, Plotter	1.1, 1.2, 1.3, 1.6, 1.7, 1.8 2.1, 2.2, 2.3, 2.4, 2.5, 2.6 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 5.1, 5.2 (till 5.2.2), 5.3.1 (excluding octal and hexadecimal number system), 5.4 (excluding octal and hexadecimal number system and, fractional numbers)	1
2	Storage Devices: Primary memory, secondary memory, auxiliary memory	3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8	1
3	User Interface: Operating system as user interface, system tools, control panel settings	6.1, 6.2, 6.3 (till 6.3.4.3), 6.4, 6.5 7.1, 7.2, 7.3, 7.4	1
4	Database: Introduction to database, use of spreadsheet as database, use of functions and database operations in spreadsheet	12.1, 12.2 (till 12.2.4.3), 12.3 (till 12.3.1)	1
		Calc functions similar to database functions: pg 17-27 (excluding functions INDIRECT, INDEX, MATCH, OFFSET and all versions of functions related to STDEV and VAR)	2
5	Networks: Definition of network, classification of network, LAN, MAN, WAN, distinction among networks	9.1, 9.2, 9.3, 9.4 (till 9.4.2), 9.6 (till 9.6.2), 9.7	1
6	Internet Applications: Internet as a global network, Internet utilities – email, online banking, reservations etc	10.1, 10.4, 10.8, 10.9 (till 10.9.2), 10.10	1

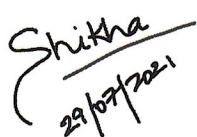
Reference:

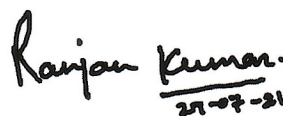
1. Goel, A. (2010). *Computer Fundamentals*, Pearson Education.
2. <https://documentation.libreoffice.org/assets/Uploads/Documentation/en/CG4.1/PDF/CG4113-CalcAsASimpleDatabase.pdf>


Practical list: Refer to the practical list at page 24 of Annexure-86. (Comp-Sc-GE).pdf (du.ac.in)

Software to be used for the practical: Any open source/appropriate word-processing and spreadsheet software.


 29/07/2021
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