

GOVERNMENT POLYTECHNIC, PUNE
(An Autonomous Institute of Govt. of Maharashtra)

Programme	:	Diploma in ET/CE/EE /ME/MT/CM/IT/DDGM
Programme Code	:	01/02/03/04/05/06/07/08/17/21/22/23/24/26/
Course	:	Computer Fundamental
Course Code	:	CM 286

Teaching Scheme:

	Hours/Week	Total Hours
Theory	01	16
Practical	02	32

Evaluation Scheme:

	Progressive Assessment	Semester End Examination			
		Theory	Practical	Oral	Term Work
Duration		03 Hrs.	02	--	02
Marks			50	--	25

Course Rationale:

In this world of high speed computing it is essential for diploma in computer engineering students to know about device of computers, its operation and graphical base applications and latest technologies in the market. This course is designed for basic perspective for first year diploma students.

Course Objectives:

- After studying this course, the student will be able to
1. Use computer system effectively.
 2. Describe and use different application software's.
 3. Use the basic functions of an operating system.
 4. Use five essential utility programs.
 5. Compare major OS like Linux and MS-Windows
 6. Understand working of input output devices.
 7. Understand working of secondary storage devices.
 8. Set the parameter required for effective use of hardware combined with and application Software's
 9. Understand connectivity, internet multimedia and web

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Chapter No.	Name of Topic/Subtopic	Hrs	Marks	
1	1 Introduction to computer peripherals			
	1.1	Hardware: Input-output devices, CPU and general PC layout	03	--
	1.2	Data storage devices: RAM, ROM, External storage – magnetic & USB		
2	Introduction to system software's			
	2.1	Operating systems: Introduction to various operating systems like DOS, Windows, Android, Unix, Linux.	03	--
	2.2	Windows: working with Windows operating system		
	2.3	Utility software: Application and working of various utility software's like Antivirus, Internet browsers, Adobe reader, office Suite, media players etc.		
3	GUI Based Editing, Spreadsheets, Tables & Presentation			
	3.1	Application Software Common Features .	08	--
	3.2	Word Processors: Working with word processor for creating Documents & drafts.		
	3.3	Spreadsheets :: Features Creating and Working with spread sheets		
	3.4	Presentation Graphics : Features .Working with Presentation Graphics to create presentations		
	3.5	Software suites Introduction to Data Base Management System-Microsoft Access.		
4	Communication & Connectivity			
	4.1	Introduction to communication systems: Telephone, fax, e-mails, messengers (chatting), voice messaging system(voice mail), Video-conferencing system.	02	--
	Total		16	--

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List of Practical/Experiments/Assignments:

Sr. No.	Name of Practical/Experiment/Assignment
1	Understanding computer layout and its peripherals.
2	Study of printing and scanning devices.
3	Working with operating systems like windows XP and understanding the working Environment (Desktop, My Computer, My Documents, Recycle bin, Programme files & control panel.)
4	Working with MS world (at least four programs including use of pictures/ clipart, word art, shapes, tables, mail merging options)
5	Working with MS Excel (at least three programs including creating spreadsheets, Performing arithmetic operations, creating charts & graphs).
6	Working with MS Powerpoint (at least three programs including creating simple Presentation, use of hyperlinks, use of animation) .
7	Page setting, page layout and printing Word, Excel & powerpoint documents.
8	Study of different types of networks and communication devices.
9	Internet practices: i) Getting started with internet, ii) Use of search engines iii) creating an email account, iv)E-travel & E-trading .
10	Assignment on cyber laws and ethics.
	Total

Text books:

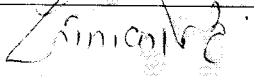
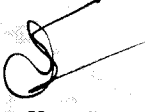

Sr. No.	Author	Title	Publication
1	Timothy J. O. Leary and Linda I.O' Leary	Computing Essentials (Solving The Puzzles of It Literacy)	TMH
2	Vikas Gupta	Comdex Computer Course Kit	Dreamtech

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Reference Books:

Sr. No.	Author	Title	Publication
1	P.K. Sinha	Computer Fundamentals	BPB
2	Henry C. Lucas	Henry C. Lucas	Tata McGraw Hill
3		XP/2000/2003/ Vista Users Guide	Manuals

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