

**KSKV Kachchh University**  
**Program: PGDCA**  
**Semester: I**

<b>Paper Code: CCCS101</b>	<b>Total Credit : 4</b> <b>Total Marks : 70</b> <b>Time : 3 Hrs</b>
<b>Title of Paper: Computer Fundamental and PC Software</b>	

<b>Unit</b>	<b>Description</b>	<b>Weighting</b>
I	<b>Introduction to Computer Systems and Number Systems</b> Block diagram of a simple computer and significance of different functional units. Evolution of computers Definitions of the terms: hardware, software. Applications of computers. Binary, octal, decimal, and hexadecimal number systems Conversion of numbers among binary, octal, decimal, and hexadecimal number systems. Addition and subtraction of binary numbers	20%
II	<b>Parallel Instruction Execution and Memory Organization</b> <b>Introduction to parallel instruction execution</b> Array processors, Multiprocessors, Multiple functional units Pipelining, Primary memory – Introduction to RAM, ROM, Cache, Registers. Secondary memory. Various types and organization of secondary storage devices such as magnetic disks, optical disks, flash memories.	20%
III	<b>Addressing Techniques and I/O Devices</b> Addressing techniques like Immediate, Direct, Indirect, Register, Indexing and Stack, Common types of Input/Output devices, such as Monitors, keyboard, mouse Printers ( Line, Dot Matrix, Inkjet, Laser ) Scanners	20%
IV	<b>PC Software-I</b> Introduction to word processing. Examples of some popular word processing packages. Uses of word processors. Creation, editing, and formatting of documents. Mail merge facility in word processors. Global search & replacement of text Page layout and printing of a document. Spelling checker, Tables, Templates, Advanced features. Introduction to spreadsheets Examples of some popular spreadsheet packages Uses of spreadsheet packages	20%
V	Addressing cells in a spreadsheet Building Spreadsheets using formulas, conditional calculations, built-in functions. Graph-plotting facilities. Sorting and filtering data. Using externally created data files in a spreadsheet package. What-if analysis and protection facility in spreadsheets Using pivot tables. Applications of spreadsheets. Introduction to presentation tools. Creating a presentation. Formatting slides Slide transition and adding special effects. Inserting pictures, sound, charts	20%

<b>Basic Text &amp; Reference Books :-</b>	
1.	Tanenbaum A.S. : Structured Computer Organization, Prentice-Hall of India Pvt. Ltd.
2.	Rajaraman V. : Computer Fundamentals, Prentice-Hall of India Pvt. Ltd.
3.	Taxali R.K : PC Software for windows made simple, Tata McGraw-Hill Publishing Co. Ltd.

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<b>Unit</b>	<b>Description</b>		<b>Total Marks</b>
I	Q.1 (A) Answer the Following. (Definitions, Blanks, Full Forms, True/False, Match the Following)	06	14
	Q.1 (B) Medium / Long Questions. (With Internal Option)	08	
II	Q.2 (A) Answer the Following. (Definitions, Blanks, Full Forms, True/False, Match the Following)	06	14
	Q.2 (B) Medium / Long Questions. (With Internal Option)	08	
III	Q.3 (A) Short / Medium Questions (With Internal Option)	06	14
	Q.3 (B) Medium / Long Questions. (With Internal Option)	08	
IV	Q.4 (A) Short / Medium Questions (With Internal Option)	06	14
	Q.4 (B) Medium / Long Questions. (With Internal Option)	08	
V	Q.5 (A) Short / Medium Questions (With Internal Option)	06	14
	Q.5 (B) Medium / Long Questions. (With Internal Option)	08	