

BHARATHIAR UNIVERSITY: COIMBATORE 641046
CERTIFICATE IN COMPUTER FUNDAMENTALS
(For the CCII students admitted from the academic year 2016-17 onwards)

SCHEME OF EXAMINATION

PAPER	TOTAL MARKS	DURATION
PAPER – I THEORY EXAMINATION (60 – Objective type of questions only)	100	2 HOURS
PAPER – II PRACTICAL EXAMINATION	100	2 HOURS
PAPER – III PROJECT ACTIVITY (One – project submission only)	100	-
TOTAL	300	-

Applicable to Students in Class 1 and above

PAPER I

Unit I

Introduction to Computer: Machine –History of Computer - An electronic device – Examples – Calculator - Computer (A smart machine) – Computer Architecture - Characteristics Of Computer - Computer Applications.

Unit II

Basics of Computer: Five Generations of Computer - Classifications Of Computers - An Overview Of Operating System - Getting Started With Computer – Parts of Computer .

Unit III

Computer and Its Accessories: Input and Output devices – **Keyboard** – Different types of Keys and Keyboard – **Mouse** – Selection– Functionalities of Mouse Buttons.

Unit IV

Monitor: Monitor – Types and Functions – Storage devices – **CPU**(Central Processing Unit) – **ALU**(Arithmetic Logic Unit)

Unit V

Basic Operations On Computer: Selecting Programs from Start Panel –Turn ON/OFF Operations- Creating A Folder–Setting up Wallpaper and Screensaver- **MS Paint** : (An introduction to Ms-Paint- Getting started with Ms – Paint – Launching MS Paint – Working Environment – Tools and its Functions.)

Reference

Computer Fundamentals – Mr. N.Ramesh, M.Sc., DCA.
Ms. N.Sasmitha, B.Tech
Mr. K.Thambi Prabhakaran, B.Tech., ME.,

PAPER II – Practical

1. Stick a picture of a Computer and name its parts. Write two lines about every part of the computer.
2. Stick a picture of keyboard and list out the Key Functions of the Keyboard.
3. Create a New Folder and name the folder as “COMPUTER FUNDAMENTALS” and Copy any one of the File to your folder. Now rename your folder as “COMPUTERS”.
4. Open MS Paint and draw a simple image using pencil tool and eraser tool .Also change the background colour.
5. Change the Wallpaper and Screensaver of your Computer.

GUIDELINES FOR PROJECT ACTIVITY

Students shall be formed in groups. Out of 5 programs given, students are expected to solve any 2 programs, by choosing ONE programs from Question nos. 1 to 3 and 1 programs from Question nos. 4 & 5.

Following shall be featured in the project report:

- ✚ Aim
- ✚ List of Tools used
- ✚ Description of the Tools
- ✚ Step by Step Procedure
- ✚ Output
- ✚ Screen shot print outs
- ✚ Result

Paper III - Project

Project Questions:

1. Prepare a chart by sticking the pictures of various input devices and describe about each of the input device.
2. List out the Storage devices and write few lines about each of the storage device.
3. Prepare a chart by sticking the pictures of various output devices and write about each of the output device.
4. Move the file one Location to another Location using Drag and Drop. Stick a picture of the mouse and write the Functionalities of the mouse.
5. Prepare a Chart by mentioning the Five Generations of Computer. Stick pictures relevant to each Generation of computer.