

ACHARYA NAGARJUNA UNIVERSITY :: NAGARJUNA NAGAR

B.SC COMPUTER COURSE STRUCTURE

Semester	Part	Subject	Hrs.	Credits	IA	ES	Total
FIRST YEAR							
SEMESTER I	PART II	Fundamentals of Computers& MS Office	4	4	25	75	100
		Computer Fundamentals & MS Office Lab	3	2	25	75	100

ACHARYA NAGARJUNA UNIVERSITY :: NAGARJUNA NAGAR

DEPARTMENT OF COMPUTER SCIENCE
BSc(CS/IT) Under CBCS With Effect From Academic Year 2015-2016

Course of Study & Scheme of Examination

I YEAR I SEMESTER

COMPUTER FUNDAMENTALS AND MS OFFICE

Unit – I

Introduction to Computers
Input and Out Put Devices

Unit – II

Computer Memory and Processors
Number Systems and Computer Codes

Unit – III

Computer Software
Operating Systems

Unit – IV

Introduction to Algorithms and Programming Languages
MS Word:
Getting Started.
Working with Microsoft Office 2007.
Understanding Word Basics.Editing and Formatting Text.Formatting Documents
Working with Graphic Objects.
Microsoft Powerpoint:
Understanding Powerpoint Basics.Formatting and Modifying Presentations.Enchancing the Presentation.
MS Access: Basics of Database Table, form, Query

Unit – V

Microsoft Excel:
Understanding Excel Basics. Formatting and Editing the Worksheet. Using Formulas and Functions.Working with Charts.

TEXT BOOK:

1. Fundamentals Of Computers ” by REEMA THAREJA from OXFORD UNIVERSITY PRESS
2. Microsoft Office 2007 Fundamentals, 1st Edition By Laura Story, Dawna Walls
UNIT IV, V.

REFERENCE BOOK:

1. “Computer Fundamentals and Programming in C” by REEMA THAREJA from OXFORD UNIVERSITY PRESS
2. **PC SOFTWARE UNDER WINDOWS** by Puneet Kumar And SushilBhardwaj
From Kalyani Publishers