



Shivaji University, Kolhapur
Revised Syllabus For
Post Graduate Diploma in Computer Applications(PGDCA)

PAPER NO -1
MODERN OPERATING ENVIRONMENT AND MS-OFFICE

Unit No.	Topics
1.	Introduction to computer : Computer Characteristics, Concept of Hardware, Software , Evolution of computer and Generations, Types of computer – Analog & Digital computers, Hybrid computers, General purpose & Special Purpose Computer, Limitations of Computer Applications of Computer in Various fields.
2.	Structure and Working of Computer : Functional Block diagram of computer. CPU, ALU, Memory Unit, Bus structure of Digital Computer - Address, data and control bus.
3.	Input /Output Devices : Input device – Keyboard, Mouse, Scanner, MICR, OMR. Output devices – VDU, Printers – Dot Matrix, Daisy- wheel, Inkjet, Laser, Line printers and Plotters.
4.	Computer Memory : Memory Concept , Memory cell, memory organization, Semiconductor memory- RAM, ROM, PROM, EPROM, Secondary Storage devices - Magnetic tape, Magnetic Disk (floppy disk & Hard disk.), Compact Disk.

5	Computer Language and Software :Algorithm, flowcharts, Machine language, Assembly language, High Level language, Assembler, Compiler, Interpreter. Characteristics of good Language. Software - System and application software.
6	Operating System :Operating system, Evolution of operating system. Function of operating system. Types of operating systems. Detailed study of Windows Operating System. Introduction and features of LINUX OS.
7	Networking : Concept, Topologies, LAN, MAN, WAN, Internet
8	MS-OFFICE : Introduction to Ms-office, Components and features. MS-Word – Creating letter, table , fonts , page layout document formatting spell check, print preview, template, colour, mail merge, auto text, inserting picture , word art. MS-EXCEL – Introduction to Excel , Sorting , Queries, Graphs , Scientific functions. Power Point :- Introduction to Power Point Creation of Slides , Inserting pictures , Preparing slide show with animation. MS-ACCESS - Creation and Manipulation of Files.

Books Recommended –

- 1) Computer Fundamentals by P.K. Sinha & Priti Sinha, 3rd edition, BPB pub.
- 2) Computers Today by S. Basandra Galgotia Pub.
- 3) Microsoft Office 2000 by Vipra Computers, Vipra Printers Pvt. Ltd.
- 4) Advanced Microsoft Office 2000 by Meredith Flynnin, Nita Rutkosky, BPB Pub

Practicals : Minimum 20 practicals based on Windows operating system and MS-Office.