

# **BACHELOR OF SOCIAL WORK**

## **SEMESTER V (CURRICULUM)**

### **SWS 506 COMPUTER APPLICATION**

#### **Unit I COMPUTER BASICS**

Definition of computer, Block of computer, Characteristics of computer, Generations of computer, Analog computer, Digital computer (Mini, Micro, Mainframe, Super) Hybrid computer

**Input devices :** key board, mouse, scanner, MICR, Microphone, Barcode reader, touch screen

**Output Devices: Visual Display Unit, CRT, LCD,**

**Printers,**

**Impact printer :** (Daisy Wheel, Dot matrix Printer,)

**Non Impact printer :** (Drum, Ink-jet, Laser)

**Speakers**

**Type of memory :** RAM, RO M, PROM, EPROM, EEPROM

**Storage Devices :** Floppy Disk, Hard Disk, CD, DVD, Pen Drive, memory card

#### **Unit II CONVERSATION**

Decimal, Binary, Octal, Hexadecimal Number system, (interco version of only Integer numbers between number systems)

#### **Unit III INTERNET BASIC**

## **Internet Concepts**

**Internet services:** Email, chatting, conferencing, Internet telephony

**Internet Connection Method :** Dial up connection, leased line connection,

**Addressing :** IP addressing, DNS

**Overview:** FTP, Gopher, WWW, Web, Browser

## **Unit IV MS WORD AND EXCEL (theory & Practical)**

### **Microsoft Office Word Program**

Editing, Font formatting, paragraph formatting, page setup and printing documents

### **Microsoft office Excel**

Preparing worksheet, Formatting cell, page setup, building formulas, library functions,(Sum (), average(), Count(), left(), right(), mid(). if(), or(), and(), not(), date()now(), time())

## **UNIT V MS POWERPOINT**

Preparing slides with animation

Interactive slide show

### **Reference Books**

- 1) Information technology & MS Access
- 2) Computer Fundamentals P.K. Sinha
- 3) Fundamental of IT for BCA – by S.Jaiswal
- 4) The Internet Complete reference – By Young
- 5) World wide Web Design with Html – By C xavier Internet for Every one Techworld- By leon