

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**HOTEL MANAGEMENT & CATERING TECHNOLOGY**  
**B. E. SEMESTER: I**

Subject Name: **Basics of Computers**

Subject Code: **113305**

**[THEORY]**

| <b>Sr. No.</b> | <b>Course Contents</b>                                                                                                                                                                                                                                                           | <b>Total Hrs</b> |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>1.</b>      | <b>Introduction to Computers:</b><br>What is a computer, Block diagram, Components of a computer system, Generation of computers, Programming languages, Generation of languages, Storage devices, Floppy discs, CD ROMs                                                         | <b>6</b>         |
| <b>2.</b>      | <b>Operating Systems:</b><br>Introduction, Functions, Types, Components, Case studies- DOS, Windows                                                                                                                                                                              | <b>6</b>         |
| <b>3.</b>      | <b>Word Processing, Spread Sheets and Presentations:</b><br>What is word Processing?, Features of MS Word, Editing commands ,Mail Merge<br><br><b>What Is Spread Sheet (Features, Formuale And Functions):</b><br>"If" statement, Preparing sample work sheets, Different Graphs | <b>8</b>         |
| <b>4.</b>      | <b>Power Point:</b><br>Features, preparing a presentation, preparing an organizational chart                                                                                                                                                                                     | <b>6</b>         |
| <b>5.</b>      | <b>Introduction to the Internet:</b><br>What is the Internet (network, network of networks, WWW, search engines, E-mails, websites,<br><br>Introduction to E-commerce                                                                                                            | <b>6</b>         |

**[PRACTICAL]**

| <b>Sr. No.</b> | <b>Course Contents</b>                                                   | <b>Total Hrs</b> |
|----------------|--------------------------------------------------------------------------|------------------|
| <b>1.</b>      | COMPUTER HARDWARE DEMONSTRATION, DOS, WINDOWS, MS OFFICE, INTERNET USAGE | <b>32</b>        |

**Text Books:**

1. V.Rajaraman, Prentice Hall India, Fundamental of Computers
2. Lonnie E. Moseley & David M. Boodey, Mastering Microsoft Office, BPB Publication.

**Reference Books:**

1. IT for Organizational Excellance, V Venkata Rao, PMH
2. Computer Basics with Office Automation, Archana Kumar, I K INTERNATIONAL PVT. LTD-NEW DELHI.
3. Computer Basics in Easy Steps, Michael Price.