

**Basic Concepts :**

Simple Binary Arithmetic, Different methods of negative number representation—1's complement, 2's complement & signed magnitude representation, ASCII codes for Character and Text representation.

**Logic Functions:**

Basic Gates and realization of simple Combinational functions using gates.

**Data Processing:**

Record Structure, Files Organization, Directories/Folders.

**Computer Networking:**

Brief introduction to Networking importance and application areas, Network Structure-different layers .

Networking features of: LAN, WAN, Internet & Intranet ; Dial-up, and leased line Connections, ISP, URL

Internet Services—E-mail, Web browsing, Web page design using HTML.

**Data Base Concepts**

Introduction Access, Concept of Data Base, Table creation & manipulation of data using access facilities, addition of field (s) in a Table, inserting, deleting and updating data, Report Generation.

**Spreadsheet**

Introduction to Excel, Concepts of Worksheet, Entering data in a Worksheet, Entering labels, values & formulas, Saving a Worksheet, Making charts & graphs, perform calculations and recalculations.

**Practical Paper Full Marks : 30****Project Work & Study of E-mail—****Project Work:**

Study of system related to School/town/village/local industries/peoples.

(i) Using Access creation of Database & preparation of Tables, Data Manipulation and Report generation.

**Using Excel**-Creation of Marks-Sheets, Balance sheets, Monthly/yearly expenditures reports etc.

(ii) Web page design & implementation.

### **Study of E-mail**

E-mail send/receive, Use of Search Engines.

### **Viva-Voce & Sessional**