# Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha

Laboratory in Informatics for the Liberal Arts

## Ph.D. First Semester

**Paper Name:** Computer Operation and Applications

**Duration:** One Semester

**Paper Code:** PC-COA-104                                                                 **Credit -** 02

## Course Contents

**Module -I Introduction to Computing Devices:**

Computer Blok Diagram, Data, Information, Process, History and Development of computing devices, ASCII, ISCII, UNICODE, Multilingual Input environment, Storage, Output Devices, Future Smart Devices.

**Module -II Modern IT Infrastructure:**

Network, LAN, MAN, WAN, Internet, e-mail, Social Networking Sites, Blog

**Operating System:** Introduction, Windows, Linux, Mac, Android, IOS, CUI, GUI.

**Module -III Application Software:**

Google DOC, Google Sheet, Font Conversion, Plagiarism.

**MS office:** MS-Word, MS-Excel, MS Power Point

**Module -IV Data Management / Analysis Technique and Representation:**

Data Analysis, Primary Data, Secondary Data, Data Collection.

**SPSS** Mean, Median, Mode, Statistical Variable, Coding Questionnaire, Graph, Frequency, Chi-Square Analysis, t-test; p-values

**References:**

1. "Computer Fundamentals" by P K Sinha

2. "Fundamentals of Computers" by Rajaraman

3. computer networks by Andrew S. Tanenbaum|David J. Wetherall

4. Computer Network by Andrew S. Tanenbaum

5. BPB's-Computer Course- Windows 10 with MS Office 2016 by Satish Jain

6. Microsoft Office 2010 by Bittu Kumar

7. Using SPSS In Research by by Dr.Radha MohNK

8. Data Analysis Using SPSS by Lokesh Jasrai

9. Statistics for Social Sciences (With Spss Applications) by Asthana Hari Shankar and Bhushan Braj

10. Networking and How the Internet Works: Everything You Need to Know About Computer, Publisher: Pearson India