ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Computer Science)

Course: Fundamentals of Computer (3400)

Level: BBA **Semester: Spring, 2014**
Total Marks: 100 **Pass Marks: 40**

ASSIGNMENT No. 1
(Unit 1-4)

Note: All Questions Carry Equal Marks.

Q.1 a)   Define software. Also describe the major types of software with their significance, usability and interfacing capabilities.

   b)   What is the relationship between operating system, system software, and application software? What are their main objectives?

Q.2   What do you mean by a programming language? What are the main types of programming languages? Discuss at least two languages in detail.

Q.3   What are the three main categories of optical laser disks? Describe at least two applications where rewritable optical laser disks would be preferred over hard disks for storage.

Q.4 a)   Describe computer virus? Write the main types of computer viruses that harm software and hardware?

   b)   What are the four fundamental components of a personal computer system?

Q.5 a)   Describe the functions of Arithmetic & logic Unit and Control Unit briefly.

   b)   What is the difference between Static RAM and Dynamic RAM?

ASSIGNMENT No. 2
(Unit 5-8)

Total Marks: 100   **Pass Marks: 40**

Note: All Questions Carry Equal Marks.

Q.1 a) What do you mean by point and draw devices? List and describe them briefly.

   b) Which type of OCR scanner is designed to read documents of varying sizes?

Q.2 a) All commercial spreadsheet packages manipulate rows and columns of data in a similar manner. What makes one spreadsheet package more desirable than another?

   b) What is the relationship between a field, a record and the structure of a database?

Q.3 a) Discuss the conditional formatting and advance filtering features in MS-Excel with suitable examples.

   b) Describe the features of application, document and dialog windows with the help of suitable examples.

Q.4 What is control panel? Discuss the most important utilities provided by control panel for computer management and security.

Q.5 Discuss the importance of email in our society. Give ideas for effective usage of email for educational and research development.

3400 Fundamentals of Computer   Credit Hours: 4 (3 + 1)

Recommended Book: Computers, By Larry Long, Nancy Long 6th Edition
Course Outlines:

Unit No.1   **Basics of Computer**
Introduction and History of Computer, Types of Computer, Computer Organization

Unit No.2   **Computer Software**
Software Introduction, Types of Software, Pc Platforms, Computer Virus

Unit No.3   **Data Processing & Storage**
Data Processing Techniques, Data Storage (Bit, Byte, Ram, Rom, Cache, Memory and Secondary Storage (FDD, HDD, Tape, CD)

Unit No.4   **The Processor**
Bus, Port, The Processor Characteristics, Word Size, Processor Speed, Ram Capacity

Unit No.5   **Input and Output Devices**
Keyboard and its Types, Point and Draw Devices, Scanner, Digital Camera, and Speech, Recognition System and Multimedia
Monitor (Graphic Adopter, Size, Resolution, and Types of Monitors), Printers and Types (Dot Matrix, Ink Jet, and Laser), Plotters (Raster & Pen), Presentation Graphics, and Special Function Terminal (Atms, Poss)

Unit No.6   **Windows**
Windows Introduction, Understanding Windows Help, the Desktop, Types of Windows (Application, Document, and Dialog), Elements of an Application Windows, Understanding Folders, Copying, Deleting, and Moving Files

Unit No.7   **Word Processing (MS Word)**
Basic Concepts and Features, Creating, Saving, Editing, Formatting, and Printing Documents, Working on Multiple Documents

Unit No.8   **Electronic Spreadsheet (MS Excel)**
Basic Concepts and Features, Creating, Saving Excel Sheet, Editing the Sheet, Managing Formula, Formatting the Sheet and Printing the Sheet, Working on Workbook

Unit No.9   **Basics of Internet Usage**
Introduction, World Wide Web, and Web Sites, Introduction to Internet Based Services and use of Email