



Bachelor of Commerce (B.Com.) Semester – I

Course Code Major	UB1MACOM04	Title of the Course	Computer Application-I
Total Credits of the Course	04	Hours per Week	02(Theory) + 02(Practical)
Course Objectives	<ol style="list-style-type: none"> 1. To develop computer skill in commerce students. 2. Computer skill helps commerce students to meet the needs of modern business. 3. Computer skilled students can efficiently use Information and Communication Technology as modern businesses are highly rely on it. 4. Computer skill increase the chances of getting hired. 		
Course Content			
Unit	Description	Weightage (%)	
1.	<p>Components of a Computer System: Computer, Computer Hardware and Software, Difference Between Hardware and Software, History Computer, Computer Generation, Types of Computer, Block Diagram of Digital Computer and Function of Its Each Part, POST-Power on Self-Test. Application of Computer, Characteristics of Computer, Limitations of Computer.</p> <p>Memory: Types of Memory, Primary Memory (RAM, DRAM, SRAM, SDRAM, DDR SDRAM, ROM, PROM, EPROM, EEPROM), Auxiliary Memory, Cache Memory</p>	25 %	
2.	<p>Input, Output and Storage Devices:</p> <p>Input Devices: Keyboard, Scanners, Joy Stick, Barcode Reader, Digital Camera, Microphone, Webcam, Pointing Devices (Mouse, Touchpad), Touch Screen, Light Pen, OMR, OCR, MICR, Digitizer, Trackball,</p> <p>Output Devices: Monitors (CRT, TFT, LCD, LED), Printers (Laser, Inkjet, Dot Matrix, Line, MFP, Bar Code, Plotter), Speakers, Projector.</p> <p>Storage Devices: CD, DVD, Blue Ray Disk, Floppy Disc, Hard Disc, Memory Sticks/Pen Drives, Flash Memory Cards etc. Difference between Main/Primary Memory and Secondary/Auxiliary Memory. Relative benefits of each in terms of speed and performance</p>	25 %	
3.	<p>Introduction to Software, Operating System and Windows: Introduction of Software, Types Software and Its Examples, Introduction of Operating System, Overview of Various Types of Operating Systems, Introduction of various versions of Windows operating System, Overview of Windows 7, Concept of Booting and how to start Desktop Computer.</p> <p>Desktop:</p> <p>Working with desktop Icons (Computer, My Documents, Recycle Bin, Start Menu (Parts of Start Menu), Browser, Taskbar Overview (Start Button, Quick Launcher toolbar, the notification are), Parts of window (Minimize-Maximize and close button, Menu bar, scroll bar, Borders and corners), Switching between windows.</p> <p>Windows Explorer:</p> <p>Viewing of Files, Folders and its concern operations (Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties, Print), Searching for Files/Folders.</p>	25 %	
4.	<p>Windows Accessories: Notepad, Word Pad, Paint, Calculator, Use of Snipping Tool, Use of Sound Recorder, Windows Photo Gallery, Connect to Projector, Sticky Note</p> <p>Windows Control Panel: Mouse, Fonts, Date/Time, Display, Printer, Manage User Accounts, Regional Settings, How to Add Languages, Folder Options, Task Bar & Start Menu. Windows Trouble Shootings.</p>	25 %	





Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practicals: Practical are based on above Units.(Weightage 50%) – Two Practical periods per week per batch. Multiple teaching approaches: Lectures and discussion, exploration and inquiry, cooperative group work, demonstration and presentation. Traditional classroom teaching as well as online/ICT based teaching practices. Hands on training through required ICT tools.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination Theory (50%) + Practical (50%)	70%

Course Outcomes	
1.	Understand the importance of hardware and software.
2.	Understand computer terminologies.
3.	Understand operating System.
4.	Understand Windows Accessories and Control Panel.

Suggested References	
Sr. No.	References
1	Sinha, P.K.(2004), “Computer Fundamentals”, 4th Ed., BPB Publication
2	Wiley Publication –Window 7 With Office2010

On-line Resources:
https://www.youtube.com/watch?v=awLnur5Yt9o (Video)
https://www.youtube.com/watch?v=awLnur5Yt9o (VIDEO)
https://drive.google.com/drive/folders/1IzCIgO-pTdTwTeXIUprB0SyIpyXD_K9h

