SARDAR PATEL UNIVERSITY
Syllabus with effect from: June-2019
B.Com. - Semester - 3

Paper Name – Computer Skill- I

Paper Code: UB03SCOM**26**　　　　　　　　　　　　　　**Total Credit:** 3 (Theory + Practical)

Title of Paper: Computer Fundamentals and Microsoft Office – I
Objectives:
 • To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.
 • Creating business documents using Word processor .

Weightage of Marks: Theory (50%) + Practical(50%)

Unit	Description in Detail	Weightage (%)
I	**Components of a Computer System :**Computer Generations. Computer Hardware and Software. Difference Between Hardware and Software. Computer Characteristics and Applications Types of Computer. Block Diagram of Digital Computer, Function and Purpose of its each part. Limitations of Computer	**25%**
II	**Input, Output and Storage Devices :** **Input Devices:** Keyboard, Scanners, Joy Stick, Barcode Reader, Digital Camera, Microphone, Webcam, Pointing Devices (Mouse, touchpad), Touch screen, Magnetic strip readers, Chip readers, Video camera.**Output Devices:** Monitors (CRT, TFT, LCD, LED), Printers (Laser, Inkjet, Dot Matrix, Bar Code, Plotter), Speakers, Projector. **Storage Devices** (including 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 permanence.	**25%**
III	**Word Processor Basics:** Introduction, Basic concept & Objectives of Word Processor. Starting of Word processor. Opening/ Closing/ Savings/ Protecting Document. **Typing and Editing:** Introduction & Objectives, Action with mouse and through keyboard- Selecting text, typing and revising text. Editing Text, Copying and Moving Text (Cut, Paste, *Copy and Move)* and Typing Special Characters *(Symbols).***Features:** Screen, Creating, Saving, Importing, Exporting and Inserting files. Formatting Paragraph, Indents and Outdents, Styles, Font Formatting, Editing, Selecting, Deleting Text, Tabs. Inserting Page Break, Page Numbers, Objects, Pictures, Book Mark, Dates, Headers, Footers, Footnotes and Endnotes, Working with Columns, Pictures, Word Art, Drawing Toolbar, Creating Macro. Change Case, Bullets & Numbering, Drop Cap, Spelling and Grammar.	**25%**
IV	**Mail Merge Page Designing & Table:** Creating and Use of Mail Merge. Printing Envelopes and Labels. Inserting Smart Art, Chart Shapes, Pictures, Comments, Date and Time. Hyperlinks, Text Box. Creating Macro, Page Setup, Paper Size, Orientation, Margins, Inserting Page Break, Page Numbers, Watermark, Page Color, Border and Shading, Headers, Footers, Table Creation, Draw Table, Modification, Formatting, Sorting and Numbering Cells.	**25%**

Practicals: Practical's are based on above Units. (Weightage 50%) – Two Practical periods per week per batch
Reference Books

- Computer course windows 7 and office 2010 by R,K. Taxali Publisher Tata McGrawHill.
- Sinha, P.K.(2004), "Computer Fundamentals", 4th Ed.,BPB Publications
- Leon Alex & Leon Mathews(1999), "Fundamentals of Information Technology", Leon Techworld
- Norton , Peter (2001), "Introduction to Computers", 4th Ed., TMH.
- Microsoft Office 2010 training guide By Prof. Satish Jain and M Geeta BPB Publication.