SARDAR PATEL UNIVERSITY
Programme: B.Com. Semester: I
Syllabus with effect from: June-2016
First Year B.Com.

Semester- I

Core Allied Subject: Computer in Business – I

Paper Code: UB01CCOM**10**   **Total Credit:** 3

Title of Paper: Computer in Business - I

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

Unit	Description in Detail	Weightage (%)
I	**Components of a Computer System:**Computer Hardware and Software, Difference Between Hardware and Software Operation of Computer, Types of Computer, Block Diagram of Digital Computer and Function of Its Each Part. POST-Power On Self Test. **Memory:** Primary Memory (RAM, DRAM, SRAM, SDRAM, DDR SDRAM, ROM, PROM, EPROM, EEPROM), Cache Memory, Advantages of Computer In Business, 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	**Introduction to Operating System and Windows:**Overview of Operating System, Types of Operating System. **Basics of Windows Operating System:** Technological Developments to use of Windows, Start Menu, User Interface, Icons, Use of Mouse, Moving and Arranging Icons on Screen. **Desktop:** My Computer, My Documents, Recycle Bin, Browser. **Windows Explorer:** Viewing of Files, Folders and its concern operations (Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties, Print), Searching for Files/Folders.	25%
IV	**Windows Accessories:** Notepad, Word Pad, Paint Brush, Calculator, Use of Snipping Tool, Use of Sound Recorder, Windows Photo Gallery, Connect to Projector. **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.**	25%

Practicals : Practicals are based on above Units. (Weightage 50%)

Reference Books:
- Computer course windows 7 and office 2010 by R,K. Taxali Publisher Tata McGrawHill.
- Computer fundamentls By Anita Goel Pearson Publication New Delhi.
- Sinha, P.K.(2004), "Computer Fundamentals", 4th Ed.,BPB Publications
- Rajaraman,V, "Fundamentals of Computers", PHI
- Leon Alex & Leon Mathews(1999), "Fundamentals of Information Technology", Leon Techworld
- Norton , Peter (2001), "Introduction to Computers", 4th Ed., TMH.
- Walters, E. Garrison Walters(2001), "The Essential Guide to Computing: The Story of Information Technology", PHI