



**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)**  
**Syllabus with effect from the Academic Year 2021-2022**

(BCom) (Business Studies)  
(BCOM) (Programme Name) Semester (I)

|                             |            |                     |                             |
|-----------------------------|------------|---------------------|-----------------------------|
| Course Code                 | UB01DCOM83 | Title of the Course | Computer Applications-I     |
| Total Credits of the Course | 03         | Hours per Week      | 03 + 02 Practical per Batch |

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|--------------------|--|
| Course Objectives: | <ol style="list-style-type: none"><li>1. To develop computer skill in commerce students.</li><li>2. Computer skill helps commerce students to meet the needs of modern business.</li><li>3. Computer skilled students can efficiently use Information and Communication Technology as modern businesses are highly rely on it.</li><li>4. Computer skill increase the chances of getting hired.</li><li>5. To prepare students for business correspondence using Word processor.</li></ol> |
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| Course Content |  |                |
|----------------|--|----------------|
| Unit           | Description  | Weightage* (%) |
| 1.             | 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.<br>Memory: Types of Memory, Primary Memory (RAM, DRAM, SRAM, SDRAM, DDR SDRAM, ROM, PROM, EPROM, EEPROM), Auxiliary Memory, Cache Memory.  | 25%            |
| 2.             | Input, Output and Storage Devices:<br><br>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,<br><br>Output Devices: Monitors (CRT, TFT, LCD, LED), Printers (Laser, Inkjet, Dot Matrix, Line, MFP, Bar Code, Plotter), Speakers, Projector.<br><br>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 | 25%            |
| 3.             | 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   | 25%            |



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|----|---|-----|
|    | <p>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> |     |
| 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 &amp; Start Menu. Windows Trouble Shootings.</p>   | 25% |

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| Teaching-Learning Methodology | <p>Theory (50%) + Practical (50%)</p> <p>Practical: Practical are based on above cited units. Two practical per week per batch. Two hours for each practical.</p> |
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| Evaluation Pattern |  |           |
|--------------------|--|-----------|
| Sr. No.            | Details of the Evaluation  | Weightage |
| 1.                 | Internal Written / Practical Examination (As per CBCS R.6.8.3)   | 15%       |
| 2.                 | Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3) | 15%       |
| 3.                 | University Examination<br>Theory (50%) + Practical (50%)   | 70%       |

| Course Outcomes: Having completed this course, the learner will able to |   |
|---|---|
| 1.  | <ul style="list-style-type: none"> <li>Understand the importance of hardware and software.</li> <li>Understand computer terminologies.</li> <li>Understand usability of primary and secondary storage devices.</li> </ul> |



|    |  |
|----|--|
| 2. | <ul style="list-style-type: none"> <li>Identify and understand the function of various Input Output Devices.</li> </ul>  |
| 3. | <ul style="list-style-type: none"> <li>Understand the concept of operating system.</li> <li>Understand the difference between windows O/S and other O/S.</li> <li>Work with Windows O/S.</li> <li>Perform file management operations.</li> </ul> |
| 4. | <ul style="list-style-type: none"> <li>Work with windows accessories and settings using control panel.</li> </ul>  |

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 to be used if available as reference material

On-line Resources:

<https://www.youtube.com/watch?v=awLnur5Yt9o> (Video)

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[https://drive.google.com/drive/folders/1IzCIgO-pTdTwTeXIUprB0SyIpyXD\\_K9h](https://drive.google.com/drive/folders/1IzCIgO-pTdTwTeXIUprB0SyIpyXD_K9h)

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