SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)
Syllabus with effect from the Academic Year 2022-2023

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

Course Code	UB04DCOM84	Title of the Course	Computer Applications – VIII
Total Credits of the Course	03	Hours per Week	03 + 02 Practical per Batch

Course Objectives:	1. To aware about virus and its types. 2. To aware about open-source software. 3. To impart knowledge of Open Office software – Writer, Calc and Impress

Course Content		
Unit	**Description**	**Weightage* (%)**
1.	Introduction to Virus : Introduction to Virus, The process of Infection, Classification of Virus, Viruses Prevention, Cure from Viruses, Introduction to Worms, Trojan Horses, Malwares, Spyware, Adware, Study of Various Antivirus Softwares.	25%
2.	Open Source: Concept of Open Source, Various types of Open-Source Software, Advantages and disadvantages of Open-Source Software, Concept of GPL-General Public License, Difference between Licensed and GPL software. Software in public domain: Open source, Freeware, Shareware, Adware, Crippleware, Trialware, Nagware.	25%
3.	Open-Source Software – Open Office: What Is OpenOffice.org? What is Writer? What is Calc? What is Impress? What is Draw? Using Writer – Word Processor: Opening a Document, Laying Out the Page, Entering and Editing Text, Navigating Through Your Document, Viewing Your Words, Spelling It Correctly, Printing, formatting your document – Font, Paragraph, Spacing, Inserting - Tables, Pictures, Borders, etc.	25%
4.	Using Calc: Creating Spread Sheet, Inputting your Data, Columns and Rows, Selecting Cells, Copying, Paste and Dragging Data, Formatting Numbers and Text Using Impress: What is Impress? Parts of the main Impress window, Working with views, Creating a new presentation, Formatting a presentation, Slide masters and style, Working with slide masters, Adding and formatting text, Creating tables, Adding graphics, spreadsheets, charts, and other objects, Adding comments to a presentation.	25%

Teaching-Learning Methodology	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 Theory (50%) + Practical (50%) 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 Theory (50%) + Practical (50%)	70%

Course Outcomes: Having completed this course, the learner will be able to understand	
1.	computer virus and prevention from it.
2.	Open-Source Software.
3.	Open Office software application Writer, Calc and Impress.

Suggested References:	
Sr. No.	References
1.	The little black book of Computer viruses, American Eagle Publications, Mark A. Ludwig
2.	Beginning OpenOffice 3, Andy Channel
3.	Open Office for Dummies, Gurdy Leete, Ellen Finkelstein, and Mary Leete

On-line resources to be used if available as reference material
On-line Resources:
https://doc.lagout.org/security/little_black_book_oc_computer_viruses.pdf
https://doc.lagout.org/Others/OpenOffice.org%20for%20Dummies.pdf
https://www.openoffice.org/dev_docs/features/3.1/
https://www.youtube.com/watch?v=8a3Ku4MCHHg
https://www.youtube.com/watch?v=6G7FpVCj47k
https://www.youtube.com/watch?v=6UHPR2OcRnw
https://www.youtube.com/watch?v=HdOLxR_NlrQ

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