

SARDAR PATEL UNIVERSITY
Programme: B.Com. Semester: III
Syllabus with effect from: June-2020

Computer Application – VI (Discipline Specific Elective – Computer Application Group)

Paper Code: UB03DCOM64

Total Credit: 3

Title of Paper: Computer Application – VI

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

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.
- Use of Network, Internet, Email and Social networking sites in Business.
- Plan to use the Internet, Email and Social networking to support or achieve some of the specific communication goals and marketing efforts in Business.

| Unit | Description in Detail | Weightage (%) |
|------|--|---------------|
| I | <p>Computer Networking: Networks, Need for Networking, <i>Hardware Sharing, Data and Information Sharing, Software Sharing, Facilitated Communications</i></p> <p>Types of networks: Local Area Network (LAN), Metropolitan Area Networks (MAN), Wide Area Networks (WAN)</p> <p>Network component / devices : Computer, Network Interface Card (NIC), Connector, Cables, Servers, Network Printer, Hubs, Switches, Repeaters, Bridges, Routers, Terminator, Work Station / Node</p> <p>Network Topology: Star, Bus, Ring, Mesh Topology</p> <p>Network Devices: Servers, Network Printer, Network Interface Card, Hubs, Switches, Repeaters, Bridges, Routers</p> <p>Network Communication Technology: Ethernet, Token- ring, TCP / IP (Transmission Control Protocol / Internet Protocol)</p> | 25% |
| II | <p>Internet : Internet, History Of Internet, How Internet Works ?, Internet Addresses, Top – Level Domain (TLD)</p> <p>Advantages Of The Internet: E-mail (electronic mail), information , Entertainment, Programs, Discussion groups , On-line shopping , Chat, Internet Service Providers, World Wide Web, Web Page, Web Site, <i>Types of websites</i>, Hyperlinks, URL, Home page, Web Browsers, Bookmarks of Favorites, History list, security on the web, Secure Web Pages, Visit Secure Web Pages, Protect yourself on the web</p> <p>Equipment Needed For Internet: Modem, Types Of Modems, Speed Of Modem, Telephone Line , Other Connections, ISDN, Cable Modem, DSL/ADSL</p> | 25% |
| III | <p>Electronic Mail (E- Mail): Advantages Of E-Mail, E-Mail Address - Parts of E-mail address, Selecting an E-mail Address, Parts of E-mail Message - From, To, Cc, Bcc, Subject</p> <p>Creating Message: Writing Style , Smileys , Abbreviations, Shouting , Signature</p> <p>Sending a Message: Compose, Use The Address Book, Bounced Message, Attachment</p> <p>E-Mail Features: Receive, Reply, Forward , Print, Organize, Delete, Trace, Move, Bulk, Spam , Some Etiquette of writing a good E-mail , Creating an E-Mail Account</p> | 25% |



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| IV | Social Networking Sites: Introduction, Advantages & Disadvantages of Social networking, precautionary measures for social network, Today's Social Network, Twitter, Facebook, Introduction to Skype, Google+, WhatsApp, Linked in, Instagram, YouTube Blogging : Creating a blog , advantages of blog Use of Social networking in Education Use of Social Networking in commerce | 25% |
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Practicals: Practical are based on above Units. (Weightage 50%) – Two Practical periods per week per batch

Reference Books/ Suggested Readings:

- Dynamic memory computer course – Step by step guide by Davinder Singh Minhas – Diamond Books
- Window 7 With MS Office 2010 by Satish Jain – BPP Publications
- Computer fundamentals 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.

