



**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)  
(B. Com.) Semester (III)

Course Code	UB03SCOM76	Title of the Course	Computer Skill-I
Total Credits of the Course	03	Hours per Week	02 + 02 Practical per Batch

Course Objectives:	To develop skill of using computer, Operating System and Word Processor among commerce students.
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Course Content		
Unit	Description	Weightage* (%)
1.	<b>Components of a Computer System:</b> Block Diagram of Digital Computer System, Types of Computers, Hardware and Software. Characteristics and Limitations of Computer. <b>Introduction of Storage devices:</b> HDD, SSD, Pen drive, CD, DVD, Blue Ray Disk. <b>Introduction of Input Devices:</b> Keyboard, Scanners, Joy Stick, Barcode Reader, Digital Camera, Microphone, Webcam, Pointing Devices (Mouse, touchpad), Touch screen, Magnetic strip readers, Chip readers, Video camera. <b>Introduction of Output Devices:</b> Output Devices: Monitors (CRT, TFT, LCD, LED), Printers (Laser, Inkjet, Dot Matrix, Bar Code, Plotter), Speakers, Projector.	25%
2.	<b>Introduction to Operating System and Windows:</b> Overview of Operating System, Types of Operating System. Start Menu, User Interface, Icons, Moving and Arranging Icons on Screen. <b>Desktop:</b> My Computer, My Documents, Recycle Bin, File Explorer (Open, Copy, Move, Rename, Delete, Create Shortcut, Searching Files/Folders) and Browser.	25%
3.	<b>Word Processor Basics:</b> Introduction, Basic concept & Objectives. Create, Save/Save as, Close, Open and Print Document. <b>Typing, Editing and Formatting Text:</b> Select, edit, delete, cut, copy, paste text. <b>Font and Paragraph formatting:</b> Font type, styles, size/resize and color. Text justification, Line spacing and Change Case. Bullets and numbering, Spelling and Grammar, Working with columns.	25%
4.	Insert pictures, Word Art, Drop Cap, Shape, Smart Art, Watermark, Equation and Symbol and Table. Page Setup, Paper Size, Orientation, Margins, Page Numbers, Page color, Border and Shading. Mail Merge.	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.	To acquaint students of commerce with computer.
2.	To develop basic skill of using Windows Operating System.
3.	To develop basic skill of using Word Processor.
4.	To develop basic skill of using Word Processor to make document attractive.

Suggested References:	
Sr. No.	References
1.	Computer fundamentals By Anita Goel Pearson Publication New Delhi.
2.	Exploring Windows 10 May 2020 Edition: The Illustrated, Practical Guide to Using Microsoft Windows Kevin Wilson.
3.	Windows 10 In Easy Steps by Mike Mcgrath (2 <sup>nd</sup> Edition) BPB
3.	Microsoft Office 2019 For Dummies by Wallace Wang
4.	Office 2016 In Easy Steps by Mike Mc Grath Michae, BPB

On-line resources to be used if available as reference material	
On-line Resources:	
<a href="https://www.youtube.com/watch?v=tIfRDPeKybU">https://www.youtube.com/watch?v=tIfRDPeKybU</a>	
<a href="https://www.youtube.com/watch?v=eEo_aacpwCw">https://www.youtube.com/watch?v=eEo_aacpwCw</a>	
<a href="https://www.youtube.com/watch?v=_qCN9RkpB_o">https://www.youtube.com/watch?v=_qCN9RkpB_o</a>	
<a href="https://www.youtube.com/watch?v=IaiZc0jomz4">https://www.youtube.com/watch?v=IaiZc0jomz4</a>	
<a href="https://www.youtube.com/watch?v=Xkq0-xXAj48">https://www.youtube.com/watch?v=Xkq0-xXAj48</a>	

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