

BHAGWAN MAHAVIR UNIVERSITY, SURAT
FY B.Com. (Bachelor of Commerce)
1060204106 COMPUTER APPLICATION - I

First Year B.Com

Semester – I

Subject Name	Computer Application - I
Subject Code	1060204106
Objectives	Objective of this syllabus is; <ul style="list-style-type: none"> ▪ To gain familiarity with the concepts and terminology used in the development, implementation and operation of business computer applications. ▪ Computer studies are offered to enhance the interest of student in computer. The Information Technology prepares a student for basic knowledge using computer to solve data processing problems in daily life.
Subject Outcome	<ul style="list-style-type: none"> • To learn basics of Computer Systems • To learn word processing package basics • To learn presentation package
Course Duration	The course duration is of 30 sessions of 60 minutes each. 30 Hours. (Theory: 10 hrs. + Practical: 20 hrs.)
Teaching Methods	The course will use the following pedagogical tools: <ul style="list-style-type: none"> ▪ Lectures ▪ Hands on exercise on machines (Lab Sessions), Presentations, Audio Visual
Evaluation	<p>Continuous Evaluation</p> <p>Internal Assessment-(30 Marks) Internal Exam/Assignments (Unit wise one)/Practical Exam/Quiz/Class participation/Attendance/ Class Presentation etc.</p> <p>External Assessment- (70 Marks) (40 = Practical Exam & 30 = Theory Exam)</p>

Course Contents

	KNOWING COMPUTER	20%
Unit 1	1.1 What is Computer, Basic Applications of Computer; 1.2 Components of Computer System, Central Processing Unit (CPU), Input/ Output Devices, Memory Device 1.3 Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.	

Unit 2	INTRODUCTION TO SOFTWARE	20%
	2.1 Types of software(System Software and Application Software)	
	2.2 Computer Languages(Low level and High level) 2.3 Operation system (Functions, Features and types of OS)	
Unit 3	INTRODUCTION TO WINDOWS	10%
	3.3 Windows objects (Title bar, Menu bar, Tool bar, Status bar, Scroll bar)	
	3.4 Desktop Component (Task bar, My computer, My n/w place, Recycle bin) 3.5 File Manager and Print Manager	
Unit 4	UNDERSTANDING WORD PROCESSING	25%
	4.1 Word Processing Basics: Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document. f. Hyperlink and bookmark, Macro & Mail merge	
Unit 5	PRESENTATION PACKAGE	25%
	5.1 Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.	

Text Book:

1. Saha R., Puranik. G., Diwan A. & Nayak V., “Computer Applications In Business”, Himalaya Publishing House (2020)

Reference Books:

1. Computer Application by Prof.HiralPatel, Nilesh Patel & Prof.Samiksha Zaveri (Gajanan)
2. Computer Application in Management By A.K.Saini
3. Computer Fundamentals By Ashok Arora &Sefali Bansal
4. Fundamental of Computer By P.Mohan
5. How Computer Works By Ron White, Techmedia
6. Information Technology BySushila Madan