

S.N.D.T. WOMEN'S UNIVERSITY
B.COM II AND III

B. Com – III

Semester – V

Specialisation Group - Computer Studies Paper I

Computer Fundamentals - Computer Code 555118 - 4 Credits

Objectives: The course provides the learner a broad overview of Computer Fundamentals.				
Unit	Topic	No of Lectures	Credit	Weightage %
Unit -1	<p>Objective: To make the learner computer literate.</p> <p>Fundamentals of Personal Computers Definition of a Computer, Features, Types of computers, Applications of computers, Advantages & limitations</p> <p>Computer Architecture – Block Diagram Input / Output Devices, CPU, Storage Devices. PEN Drive, WEB CAM, CD-R/W, Combo Drive, USB Port, Spike Guard, Inverter, U.P.S.</p> <p>Familiarity with various keys of KEY BOARD.</p> <p>Use of Function Keys in various software alone, with ALT Key, with SHIFT Key and with CTL Key</p> <p>Computer Software - System Software & Application Software</p> <p>Bit, Byte & Word, Units of measurements – KB,MB,GB,TB</p> <p>Various types of files viz. Documents, Spread Sheets, Music, Pictures, Video etc.</p> <p>Various Abbreviations and file name extensions</p> <p>Printing Fundamentals What is a Printer? Various types of Printers, Multi Function Devices Types of Papers - Single Sheet, Continuous Stationery. Various Sizes, Types & Perforated Papers. Headers & Footers Margins - Top / Bottom / Left / Right / Header / Footer Printing Odd Pages / Even Pages / on both sides of a page C.P.S. / P.P.M. / L.P.P. / C.P.I. / L.P.I. / C.P.P. / C.P.L.</p> <p>Social Issues relating to Computers</p>	15	1	25%

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	Effect on employment, Security Automation, Information Processing, Efficiency & Productivity Privacy and Individuality			
Unit -2	<p>Objective: To make the learner familiar with various operating systems.</p> <p><u>Operating System</u></p> <p>What is an Operating System? Its functions. Various operating systems in use today.</p> <p><u>MS-DOS.</u> Using Commands, Syntax - Files & Directories, Rules for File Name & Extensions Internal Commands: CLS, DATE, TIME, MD, CD, RD, DIR, COPY, DEL, REN, VER External Commands: FORMAT, XCOPY, CHKDSK, DELTREE</p> <p><u>WINDOWS</u> Desktop, Icons, Files, Folders, Shortcuts, Windows Explorer, Recycle Bin, Windows Characteristics, Maximize / Minimize, Restore Functions of Mouse, Control Panel, Choosing a Desktop Theme Using Window Explorer, Concepts of Files & Folders, Rules for File Name & Extensions Managing Files & Folders.</p> <p><u>WINDOWS ACCESSORIES</u> – Character Map, Paint, Notepad, Calculator, Windows Media Player, Paint</p>	15	1	25%
Unit -3	<p>Objective: To train the learner in Word Processing application.</p> <p>Word Processing (Introduction to MS-WORD) Definition of Word Processing, its features, advantages and limitations. Various word processing packages, Free - Licensed - Open Source Character - Word – Sentence – Paragraph – Page & Document. Entering and Editing Text. File – New, Open, Save, Save As, Close, Page Setup, Print Selecting Text – Cut Copy Paste Special Effects - Italics, Underline, Bold, Subscript, Superscript Font & Font Size, Strike through, Change Case</p>	15	1	25%

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	Justification of Text, Font Colour, Highlighting Inserting Tables in a document Function Keys & Shortcut Key Combinations			
Unit -4	Objective: To train the learner in Spread Sheet application Basic Concepts : Row – Column, Cells, Sheet, Work Book Inserting / Deleting / Hiding / Un hiding and Sizing of Rows & Columns Value Cells, Label Cells and Absolute Cells Selection of Range, Formatting of Cells Spelling Checking of the Sheet Functions - SUM, COUNT, MAX, MIN, AVERAGE, ROUND, AutoSum, Now, Time, Week Day, Char, Concatenate, Left, Mid, Right, Lower, Upper, Proper, Rept Elementary Idea about Page Setup and Printing Function Keys & Shortcut Key Combinations	15	1	25%
	Total	60	4	100%

Recommended / Reference Books:

1. Rapidex Computer Course - Amit Gupta, Pustak Mahal
2. S. Chand's Computer Course- D. P. Nagpal, S. Chand & Co. Ltd.
3. Comdex 14 in 1 Computer Course - Vikas Gupta, Dreamtech Press
4. Office 2019 Complete, B. P. B. Publications
5. Training Guide MS Word 2017, B. P. B. Publications
6. Training Guide MS Excel 2017, B. P. B. Publications
7. Computer Fundamentals – Pradeep K. Sinha – B.P.B. Publications
8. Office 2019 in easy steps - B. P. B. Publications
9. Access 2019 For Dummies