B. Com – III

Semester – VI

Specialisation Group - Computer Studies Paper V

Computer Hardware & Maintenance - Computer Code 655518 - 4 Credits

Objectives: The course provides the learner reasonable understanding of Computer Hardware.				
Unit	Topic	No of Lectures	Credit	Weightage %
Unit -1	**Objective:** To make the learner computer hardware literate. **Multi Media Components** CD-ROM, DVD, Microphone, Speakers, Headphone, Earphone, Web Camera, Digital Camera Uses of Graphic in Computer Using Educational, Games, Magazines, Audio, Movies, DVDs **Supporting Computer Hardware** Inverter, U. P. S., Various Connectors – U.S.B., Blue Tooth, Infra Ray, WIFI, Modem, Wireless Modem Input, Output & Storage Devices	**15**	**1**	**25%**
Unit-2	**Objective:** To make the learner aware about computer maintenance. **Computer Maintenance** Hardware Maintenance Floppy Disk Cleaner, CD-DVD cleaner Disk Maintenance - Chkdsk, Diskcleaner, Searching files, Deleting obsolete files, Organising files. Disk Defragmentor Memory Checking **File & Directory Organisation** File Size, Sectors, Tracks, FAT, Fragmentation of files, Character Map **Backup & Restore of Data** Meaning, importance and need of Backup and Restore. Various ways of taking Backup on CD, DVD, Pen-Drive, Cloud Backup, Synchronizing local disk with cloud drive.	**15**	**1**	**25%**

Unit -3	**Objective:** To make the learner aware about communication through computer **Basics of Communication / Surfing** ISD Codes, STD Codes, SIM, IMEI No., SMS, IVRS Internet - Surfing, Basics of Websites, Website extensions Internet - Email, Creating Email-Id on free servers like yahoo.com, india.com,hotmail.com, gmail.com Downloading & Uploading of files Introduction to Whatsapp, Instagram, Skype Blogs–Meaning, Features, How to create & maintain blog. Vlogs–Meaning, Features, How to create & maintain Vlog. Reading text of a document by Computer, Voice input	15	1	25%
Unit -4	**Objective:** To make the learner aware about practical word processing applications. **Practical applications of Word Processing** Text Formatting Effects, Headers & Footers Text Sorting, Various Styles of Document, Inserting Screen Shot, Pictures, Charts, Hyperlink, Smart Art, Word Art, Date and Time, Equations in word documents. Applying Themes, Colours, Effects, Water Marks, Page Colour, Page Border, Table of contents Making Envelops, Word Count, Different views of a document. Creating Macros in MS-Word	15	1	25%
	Total	60	4	100%

RECOMMENDED BOOKS

1. Internet to Go - Alan Simpson, B. P. B. Publications
2. Internet 6 in 1, Prentice Hall
3. Information Technology, Phadke Prakashan
4. Mastering MS-Word – B.P.B. Publications