

BACHELOR OF COMMERCE - FIRST SEMESTER
INTRODUCTION TO COMPUTERS

Code: SC1.5
Contact Hours: 56
Credits: 4

Univ Code:
Work load: **4 hours per week**

Evaluation: Continuous Internal Assessment – **30 Marks**
Semester-End Examination – **70 Marks**

Objectives:

Pedagogy:

- Module 1: Introduction to Computer:** History and generation of computers, systematical organization. Von Neumann concept.
Hardware: Input devices- Keyboard, Mouse, Light pen, Joystick, Scanner, Digitizer, Output devices - Various types of Printers, Plotter, Secondary storage devices, Floppy disk, Hard disk, CD-ROM, Optical disks, Specification of peripherals and computer system.
Software: Application Software, System software, utility, programming languages, machine language. Assembly language, higher level programming language.
- Module 2: Problem-solving with Computer:** Problem definition, analysis, algorithm, flowchart, debugging, testing and documentation.
- Module 3: Operating Systems:** Functions of operating systems, types of operating systems, overview of MS-DOS, UNIX and WINDOWS, Networking Operating systems.
- Module 4: Word Processing:** Overview of word, starting word, new document, formatting text, working with document scrolling, zooming, ruler, cut, copy, paste, undo and redo, page breaks, using columns with sections, headers and footers, themes Automatic features, Tabulation, Tables and Charts. Templates, wizards and graphical features.
- Module 5: Presentation Graphics:** Introduction to Power Point, Creating a slide show, slide design working with objects, charts, using multimedia, Finalizing, preparing and presenting slide show.

Practicals:

Practicals: 2 hours per week

Assignments on word processing and Power Point given below shall be practiced

Microsoft Word:

Creating Document/Template, Creating tables, Formulae in tables, Inserting Pictures, Indentation, Bullets and Mail-Merge

Power Point:

Familiarity with Power Point presentation should be gained. Presentation slides for simple applications shall be created.

Note: The internal assessment marks (Maximum 20 marks) shall be awarded by the concerned course teacher based on the two **practical tests** of 2 hours duration each conducted by him/her during the semester.

Recommended Books

1. Alexis Leon and Mathews Leon, **Introduction to Computers**, Leon Vikas (1999)
2. Peter Norton, **Computing Fundamentals**, 5th Edition, McGraw Hill-Osborne(2003)
3. V. Rajaraman, **Fundamental of Computers**, PHI, 4th Edition.
4. R. Sridhar, **Fundamentals of Operating Systems**, Dynaram Publication (1993).
5. Sanjay Saxena, **MS OFFICE 2000 for everyone**, Vikas Publishing (2001).
6. MS-OFFICE manual.