

VEER NARMAD SOUTH GUJART UNIVERSITY, SURAT

B.COM. (COMPUTER APPLICATION)

(VOCATIONAL COURSE)

REVISED SYLLABUS

(With Effect from: 2011-12)

Semester - I

(First Year B.Com.)

Course Code - CE 125 F

Computer Application :: Paper – I

(Computer Fundamental & Word Processing)

Elements of Computer:

[05%]

What is computer? – What is digital computer – Function of Digital computer – component of Computer – Function of Input device, Process device and output device – How the system works to gather – characteristics of computer – Computer system organization. Hardware – Software – Firmware. Classification of computers – Micro – Mini- Main Frame – Super

Computer Hardware :

[05%]

Functioning of CPU, Types of Microprocessor, Address, Control and Data Bus. – Main memories – Secondary memories – Memory system hierarchy – Hard disk – Internal architecture of hard disk - Mechanism of storage data on hard disk- Floppy disk, Pen drive

Windows O.S.

[10%]

Need of an operating system – **Types** of an operating system – Multi user operating system – single user operating system – **Function** of operating system(brief). Search Facility of windows.

File management commands: Rename, Delete, Cut, Copy , Paste – Windows explorer – **Desktop properties** – Folders – shortcuts – Menu. Close – minimize – maximize, restore – button. Recycle bin, Control Panel Date & Time - Display –

Fonts – Mouse – Keyboard – Printer – Fonts – Sound & Audio device – Sound effect manager.

Microsoft Word:

[30%]

Applicability and importance of Ms-Word. File Menu: Open, Close, Save, Save-As, Search file, Page Setup, Print Pre-view, Print. Edit Menu: Undo, Redo, cut, copy, paste, paste-special, select all, Find, Replace, Goto, Office clipboard View Manu: Normal, Outline, Page layout, Master document, Full screen, Toolbar, Ruler , Header & footer, Zoom. Insert Menu: Page number, date & time, Field, Symbol, Auto Text, Comment, Picture, Object, bookmark, hyperlink. Format Menu: Font, Paragraph, Bullets & Numbering, Tab, Columns, Change case, Drop cap, Style gallery. Tool Menu: Spelling & Grammar checking, Word count, Auto correct, Mail Merge, Macro, option. Table Menu: Insert Cell, Delete Cell, Merge Cell, Split Cell, Format Cells, Sort.

Practical

[50%]

Practical Based on above subject content

Reference Books:

1. Computer Fundamentals - By P.K.Sinha (BPB Publication)
2. Fundamental of Computer – By V. Rajaraman
3. Fundamentals of computer – By Sukhvir singh (Khanna Publisher)
4. Fundamentals of Computer and programming – By D.Jinwala & Bankim Patel (Benison Education Publication)
5. PC Software – By R K Taxali (Tata McGraw Hill)
6. Teach Your self word 2000 in 21 days - Heidi Steele
7. Mastering MS Word - BPB Publication
8. MS Office 2000 (Gujrati) - Venus Publication
9. Personal Computer, Windows and MS office-2000 – By Hemang Antani & Keyur Shah.

VEER NARMAD SOUTH GUJART UNIVERSITY, SURAT
REVISED SYLLABUS SCHEME Teaching and Evaluation Scheme
(With Effect from: 2011-12)

Teaching and Evaluation Scheme for First Year B.Com of Bachelor Degree of Commerce with Computer Application

Paper No.	Paper Title / Subject Name	Sem	Teaching Lect./Prac. (Hrs./Week)	University Examination				Internal Examination				Total
				Theory		Practical		Theory		Practical		
				Dur.	Mark	Dur.	Mark	Dur.	Mark	Dur.	Mark	
I	Computer Application – I (Computer Fundamental & Word Processing)	I	3.00	2 Hrs	35	2 Hrs	35	35	1 Hrs	15	1 Hrs	100
II	Computer Application – II (Computerized Accounting Tools)	II	3.00	2 Hrs	35	2 Hrs	35	35	1 Hrs	15	1 Hrs	100