

FACULTY OF COMPUTER SCIENCE & IT

SYLLABUS

of

COMPUTER FUNDAMENTALS

for

Bachelor of Commerce Semester – I **Credit Based Continuous Evaluation Grading System** **(CBCEGS)**

Session: 2026-27



The Heritage Institution

KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME

Bachelor of Commerce

(Session 2026-27)

Credit Based Continuous Evaluation Grading System (CBCEGS)

Bachelor of Commerce Semester I										
Course Code	Course Title	Course Type	Hours per week	Credit		Marks				Examination Time (in Hours)
			L-T-P	L-T-P	Total	Total	Ext.		CA	
							L	P		
BCRM-1120	Computer Applications in Business	SEC	2-0-2	2-0-1	3	100	40	30	30	3+3

**Bachelor of Commerce Semester – I
(Session 2026-27)**

Course Code: BCRM–1120

COMPUTER APPLICATIONS IN BUSINESS

COURSE OUTCOMES:

After passing this course the student will be able to:

CO1: Comprehend about storage devices used in computer along with applications of computer.

CO2: Create, open, edit, format, save and print documents.

CO3: Manage tables in document and apply formulae in a spreadsheet.

CO4: Utilize spreadsheet application for data organization and manipulation through features like sort, filter, graphs, etc.

Bachelor of Commerce Semester – I
(Session 2026-27)
Course Code: BCRM–1120
COMPUTER APPLICATIONS IN BUSINESS
(Theory)

Examination Time: (3+3) Hours

Max. Marks: 100

L-T-P: 2-0-1

Theory: 40

Credit: 3

Practical: 30

CA: 30

Instructions for the Paper Setters:-

Eight questions of equal marks (08 Marks) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A

Basic Concepts: Characteristics of a Computer; Advantages of Computers; Limitation of Computers; Types of Computers; Applications of computers, Hardware, Firmware, Liveware; Software; System Software: Operating system, Translators, interpreter, compiler; Overview of operating system, function of operating system; Application software: General Purpose Packaged Software and tailor-made software.

Section B

Word Processing: Introduction to word-Processing, Word-processing concepts, Use of Templates and styles, working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto-text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, page break, table of contents

Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge (including linking with spreadsheet files as data source); Printing documents; Citations, references and Footnotes.

Section C

Preparing Presentations: Basics of presentations: Slides, Fonts, Drawing, editing; Inserting: Tables, Images, texts, Symbols, hyperlinking, Media; Design; Transition; Animation; and Slideshow, exporting presentations as pdf handouts and videos.

Section D

Spreadsheet basics: Spreadsheet concepts; Creating a work book, saving a work book, editing a work book, inserting, deleting work sheets, entering data in a cell, formula Copying, moving data from selected cells, Handling operators in formulae: Inserting Charts- LINE, PIE, BAR, Organizing Charts and graphs; Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time.

Suggested Readings:

1. Jain, H. C. & Tiwari, H. N. —Computer Applications in Business || Taxmann, Delhi.
2. Joseph, P.T., S.J. E-Commerce: An Indian Perspective, 6th ed. PHI Learning
3. Mathur, S. & Jain, P. —Computer Applications in Business || Galgotia Publishing Company
4. Madan, S. —Computer Applications in Business || Scholar Tech Press, Delhi.
5. Sharma, S.K. & Bansal, M. —Computer Applications in Business || Taxmann, Delhi.
6. Thareja R (2019). Fundamentals of Computers. Oxford University Press.
7. Thareja R (2018). IT & Its Business Application. Oxford University Press.

Note: Latest edition of text books to be followed.