

(Annexure H-5)

FACULTY OF COMPUTER SCIENCE & IT

SYLLABUS

of

COMPUTER FUNDAMENTALS

for

Bachelor of Commerce Semester – I

Credit Based Continuous Evaluation Grading System

(CBCEGS)

Session: 2023-24



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 2023-24)

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-1127	Computer Fundamentals	C	2-0-4	2-0-2	4	100	50	30	20	3+3

Bachelor of Commerce Semester – I

(Session 2023-24)

Course Code: BCRM–1127

COMPUTER FUNDAMENTALS

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 2023-24)

Course Code: BCRM–1127

COMPUTER FUNDAMENTALS

Examination Time: (3+3) Hours

Max. Marks: 100

L-T-P: 2-0-2

Theory: 50

Credit:04

Practical: 30

CA: 20

Instructions for Paper Setter -

Eight questions of equal marks (10 marks each) are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided 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.

UNIT – I

Introduction: Computer as System, Features, Computer Memory –Primary (RAM & ROM) and Secondary (Hard Disk, CD, DVD), Storage Devices (Magnetic and Optical).

Computer Applications: Data Processing, Information Processing, Commercial, Office Automation, Industry, Healthcare, Education, Graphics and Multimedia

UNIT-II

Word Processing: Introduction to word, features, Parts of window of word (Title bar, menu bar, ribbon, office button, status bar, and ruler), creation of new documents, opening document, insert a document into another document. Page setup, margins, gutters, font properties, Alignment, page breaks, header and footer, deleting, moving, replace, editing text in document, saving a document, spell checker, printing a document.

UNIT-III

Word Processing: Creating a table, entering and editing text in tables, changing format of table, height, width of row/column, adding and deleting rows/columns, adding picture and shapes, page colors and watermarks, borders, shading, templates, wizards and mail merge

Spreadsheet: Introduction to worksheet, features, creating a new workbook, manual math formulas (average, count, etc.), use “cell references” with formulas.

UNIT IV

Spreadsheet: Creation of graphs, editing it and formatting, adding/deleting/moving the text in worksheet, linking different sheets, sorting the data, filtering the data (auto and advance filters),

What-if analysis, open an already existing workbook, saving workbook, printing a worksheet, closing the workbook.

References:

1. Anshuman Sharma, A book of Fundamentals of Information Technology, Lakhanpal Publishers, 5th Edition.
2. Prof. Satish Jain, M. Geetha, Kratika, BPB's Office 2010 Course Complete Book, BPB Publications, 2017.
3. Joyce Cox, Joan Lambert and Curtis Frye, Microsoft office Professional 2010 Step by Step, Microsoft Press, 2010.
4. V. Rajaraman, Neeharika Adabala, Fundamentals of Computers, PHI Learning, 2015.
5. P.K. Sinha, Computer Fundamentals, BPB Publications, 2004.
6. Peter Norton, Peter Norton's Computing Fundamentals, McGraw-Hill Technology Education, 2006.
7. R. Parameswaran, Computer Applications in Business, S Chand & Company, 2010.

Note: The latest editions of the books should be followed.