

B.Com.: Semester-I SEC-1 BCR121: FUNDAMENTALS OF COMPUTER	
Teaching Scheme	Examination Scheme
Lectures: 3 hrs/Week	Class Test – 12 Marks
Tutorials: 1 hr/Week	Teachers Assessment – 6 Marks
Credits: 4	Attendance – 12 Marks
	End Semester Exam – 70 Marks

Course Objective

To provide computer knowledge to commerce students and equip them with computational skills using ICT tools.

Course Learning Outcomes

After completing the course, the student shall be able to:

- CO1: determine the importance of the computer techniques.
- CO2: understand components, services and working on internet.
- CO3: understand the various functions of operating system.
- CO4: get practices of different function of MS word.
- CO5: determine the different functions and methods of MS Excel.
- CO6: determine the different functions and methods of MS power point.

Unit I: What is a computer? Components of a computer system. Classification of computers. Types of computers. Brief history of evolution of computers, generation of computers. Computer hardware and software, Input/output devices. Computer memories. Introduction to internet: Components, Services and working on internet, introduction to protocols, tools.
Unit II: Introduction to Operating System: Types & service of operating system, GUI vs CLI, Windows OS- Icons, Desktop, Shortcuts, Status bar, Title Bar, Menus, Task Bar, Control Panel.
Unit III: MS Word: Introduction and Functionalities.
Unit IV: MS Excel: Introduction and Functionalities.
Unit V: MS PowerPoint: Introduction and Functionalities.

Suggested Readings

- Computer Fundamental, V. Rajarjaman, Prentice Hall of India, 4 Edition
- Computer Fundamental, P.K. Sinha: BPB Publications, 2nd edition, 1992.
- PC Software for Windows, R.K. Taxali, Tata McGraw Hill, Golgotia Publications, latest edition.

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