

# B.COM. SEMESTER – 1

7	DSE - 1	<b>Computer Application in Business</b>
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Name of the Course: **Computer Application in Business**  
 Course credit: **05**  
 Teaching Hours: **Theory: 45 (Hours) + Practical: 60 (Hours)**  
 Total marks: **100**  
 Distribution of Marks: **50 Marks semester end theory examination**  
                                   **30 Marks semester end practical examination**  
                                   **20 Marks Internal assessments of theory (Unit:1 to 4) (CCA)**

## Course Outcomes

To impart information technology related skills to the students

**Unit No. 1 to 4 - Theory of 70 Marks and Unit No. 5 - Practical of 30 Marks**

Unit	Content	No. of Lectures
1	<b>COMPUTER BASICS:</b> Definition of computer, Block Diagram Of Computer, Characteristics of computer, Generations of computer, Analog computer, Digital Computer, (Mini, Micro, Mainframe, Super), Hybrid computer <ul style="list-style-type: none"> <li>- <b>Types of Memory:</b> RAM, ROM, PROM, EPROM, EEPROM</li> <li>- <b>Storages Devices:</b> Floppy Disk, Hard Disk, CD, DVD, Pen drive</li> </ul>	12
2	<b>INPUT &amp; OUTPUT DEVICES:</b> <ul style="list-style-type: none"> <li>- Input Devices: Keyboard, Mouse, Scanner, MICR, Micro Phone, Barcode Reader, Touch Screen</li> <li>- Output Devices:               <ul style="list-style-type: none"> <li>➤ Visual Display Unit: CRT, LCD</li> <li>➤ Printers: Impact (Daisy Wheel, Dot Matrix printer), Non Impact (Drum, Ink-Jet, Laser)</li> </ul> </li> </ul>	11
3	<b>NUMBER SYSTEMS AND CODES:</b> <ul style="list-style-type: none"> <li>- Conversions</li> <li>- Decimal, Binary, Octal, Hexadecimal Number Systems (Inter-conversion of only Integer numbers between number systems)</li> </ul>	11
4	<b>INTERNET BASICS:</b> <ul style="list-style-type: none"> <li>- Internet Concept</li> <li>- Internet Services: E - Mail, Chatting, Conferencing , Internet Telephony</li> <li>- Internet Connection Methods: Dial Up Connection, Leased Line Connection</li> <li>- Addressing: IP Addressing , DNS</li> <li>- Overview: FTP, WWW, Web, Browser</li> </ul>	11
5	<b>PRACTICAL:</b> <ul style="list-style-type: none"> <li>- <b>MS WORD:</b> Editing, Font formatting, Paragraph</li> </ul>	60



	formatting, Page setups and printing document - <b>MS EXCEL:</b> Preparing worksheet, Formatting cell, Page setup, building formulas, library functions (sum(), average(), count(), left(), right(), mid(),if(), or(), and(), not(), date(), now(), time())	
<b>Total Lectures</b>		<b>45 + 60</b>

### Theory Question Paper Style:

UNIVERSITY EXAMINATION		
Sr. No.	Particulars	Marks
1	QUESTION - 1 (From Unit 1) <b>(OR)</b> QUESTION - 1 (From Unit 1)	14
2	QUESTION - 2 (From Unit 2) <b>(OR)</b> QUESTION - 2 (From Unit 2)	12
3	QUESTION - 3 (From Unit 3) <b>(OR)</b> QUESTION - 3 (From Unit 3)	12
4	QUESTION - 4 (From Unit 4) <b>(OR)</b> QUESTION - 4 (From Unit 4)	12
<b>Total Marks for Regular Students</b>		<b>50</b>

### Credit:

- 1 lecture = 1 hour = 1 credit and 2 practical = 2 hours = 1 credit
- Total 45 hours of theory teaching work per semester and additional 60 hours of practical per semester.
- Theory 3 Hours/week = 3 credits and additional practical 4 hours/week = 2 credits. Total credit is 5.

### Examination:

- Theory Examination - Total marks 70 (50 marks of university examination and 20 marks of internal). University examination: 2 Hours
- Practical Examination - Total Marks 30 (No Internal Marks).University Examination: 2 Hours

### Passing Standard:

- Student must obtain minimum 40% marks in theory and practical both
- Theory: Minimum 40% (minimum 20 marks in University examination and minimum 8 marks in internal)
- Practical: Minimum 40% (Minimum 12 marks in University examination)

### Suggested Readings and Reference Books:

1. Computer Fundamentals and Information Technology - By Bharat & Co.
2. Computer Fundamentals By P.K. Sinha
3. Fundamental of IT for BCA - By S. Jaiswal
4. Internet The Complete Reference - By Young
5. World Wide Web Design With Html - By C Xavier
6. Internet For Every One Techworld - By Leon

**Note: Latest Editions of the above books may be used.**

