



**B.V. Patel Institute of Business Management, Computer & Information
Technology, Uka Tarsadia University**

Teaching Schedule

030100113: Fundamentals of Computer

B.Com (Computer Applications) (Sem.-1) Syllabus, effective from July -2012

Course Objective and Outcomes: To familiarize the students with components of computer system like hardware and software.

Evaluation Parameter: Unit wise evaluation shall be made on the basis of Open Book Assignment, Unit Test and Carry Home Assignment.

Total Hours: 52

[4 hrs. theory and 4 hrs. practical per week]

	SECTION-I		Study hours required
Unit 1 [Weightage 20%]	Introduction to Computer and Components		10- Theory 10- Practical
	1.1	Characteristics of computers, Evolution of computers, Computers Generations ,	
	1.2	Input Devices: Keyboard Devices, Point & Draw Devices : Mouse, Trackball, Joystick, Electronic pen, Touch Screen, Scanner	
	1.3	Output Devices : Display Units : Monitors (CRT, LCD), Projectors, Printers	
	1.4	Memory Storage Devices : Pen drive, Memory Card	
Unit 2 [Weightage 30%]	Windows XP		16- Theory 16- Practical
	2.1	Working with windows : Desktop, Start Button, Taskbar, Icons, Shortcut, Logging Of, Shut Down,	
	2.2	Desktop properties, Program & Accessories	
	2.3	My Computer, Explore, Files & Folder, Cut & Past	
	2.4	Searching File, Folder, Sound, Movie & Media Player	
	2.5	Overview of Notepad, Overview Of Paint,	



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	SECTION-II		Study hours required
Unit 3 [Weightage 25%]	Application, Web Surfing, Error Message		16- Theory 16- Practical
	3.1	Concept of Software : Types of Software : System Software, Application Software	
	3.2	Use of Internet, World Wide Web ,Web Browser	
	3.3	Connect Wizard ,Access to www, Create Internet Account	
	3.4	Navigate Web with Internet Explorer, Download files and picture, video etc..., E-mail creation	
	3.5	Error Message, File Name Warning, Remove Hardware, New Updates	
Unit 4 [Weightage 25%]	Customizing Windows XP (Control Panel)		16- Theory 16- Practical
	4.1	Appearance and Themes, Network and Internet Connections	
	4.2	Add or Remove Program, Sound Speech and Audio Devices	
	4.3	Performance and Maintenance, Printers and Other Hardware	
	4.4	Manage User Accounts, Accessibility Option	
	4.5	Setting of Date, Time, Language Option, Security Option	

Text Book:

1. Andy Rathbone. *Windows XP For Dummies*. New York: Hungry Minds, Inc.
2. Pradeep K Sinha and Priti Sinha. *Computer Fundamentals*. New Delhi: BPB Publications.

Reference Books:

3. Alan Simpson's. *Windows XP Bible*. Hungry Minds, Inc