

Semester I

COMPUTER FUNDAMENTAL AND OPERATING SYSTEM -I

Time : 3 Hours

Theory : Marks 60

Practical: Marks 40

Objective: The objectives of this course are to impart basic knowledge about Computer, Word Processing. **Unit-I**

Fundamentals of Computer: Introduction to Computer- Definition, Evolution, Characteristics, Generations, Types & Applications of Digital Computer.

Unit-II

Computer Organization: Block Diagram of Computer, Input Unit, Output Unit.

CPU: Memory Unit, Arithmetic Logic Unit, Control Unit.

Computer Software: Concept of Software and Hardware.

Types of Software: System Software, Application Software, and Firmware.

Unit-III

Memory organization of Computer:

Primary Memory: Concept, Types: RAM, SRAM, DRAM.

Read-Only Memory: PROM, EPROM, EEPROM.

Secondary Memory: Concept, Types: Hard Disk, Optical Disk, Pen Drive, Memory Card, Data Card, Blue Ray Disc.

Unit-IV:

Input/Output Devices of Computer System:

Input Devices: Keyboard, MICR, OCR, Bar Coding, Mouse.

Output Devices: Printers, Types of Printers: Dot Matrix Printer, Laser Printer, and Inkjet Printer.

Monitor: CRT, LCD, LED.

Unit-V:

Word Processing Working with Text [MS-WORD 2007]:

Concept of Word processing, MS-Word Screen Components, Working with Ribbon, Creating, Opening, Saving and Printing a Document.

Formatting Document: Paragraph Format, Aligning Text and Paragraph, Line Spacing, Bullets and Numbering, Border and Shading, Header & Footer, Multiple Columns, Change Case, Subscript, Superscript.

BOOKS RECOMMENDED :

1. Fundamentals of Computers . Rajarman PHI
2. Computer Fundamentals-B.Ram (W E)
3. Introduction to IBMPC & Applications-Taxali.
4. MS-OFFICE (PHI)
5. MS-OFFICE (BPB)
6. MS-OFFICE (TMH)
7. Yeats : Systems Analysis & Design ;Macmillan India, New Delhi.
8. Basics of Computer and Business Mathematics, By Dr. Rajiv Ashtikar, Dr. Santosh Sadar and Prof. Vilas Chopade : Payal Prakashan, Nagpur.
9. Computer Fundamentals & Operating System : Supriya Bhagade-Pimpalpure & Co. Pub.,Nagpur.
10. **fWZÓW, WŪ. xWFoW·W·IW< öWV, W ÍWoW`W ðW, WWoWN** óProf. S.M.Kolte, Pimpalpure & Co. Publishers, Nagpur.

Practicals based on Microsoft Word 2007.

Note : B.Com. Sem. I & II Practical Batch will be of 20 students.

SCHEME

Year	Paper	Total Marks		Min. Passing Marks	
		T	P	T	P
B.COM.Sem.I	Computer Fundamentals & Operating System-I	60	*40	24	16

***Division of Marks for Practical**

Record preparation	10 Marks
Practical	15 Marks
Discription	10 Marks
Viva	05 Marks
TOTAL	40 Marks