

Programme: B.Com.		Year: First	Semester: First
Subject: Commerce			
Course Code: C010104T		Course Title: Introduction to Computer Application	
Course outcomes: The objective of this course is to provide basic knowledge of computer, DBMS, data base language and word processing.			
Credits: 6		Core Compulsory / Elective: Elective	
Max. Marks: 25+75		Min. Passing Marks:10+25	
Total No. of Lectures: 90			
Unit	Topics		No. of Lectures
I	Computer: An Introduction- Computer in Business, Elements of Computer System Set-up; Indian computing Environment, components of a computer system, Generations of computer and computer languages; Software PC- Software packages-An introduction, Disk Operating system and windows: Number systems and codes.		22
II	Relevance of Data Base Management Systems and Interpretations of Applications; DBMS system Network, Hierarchical and relational database, application of DBMS systems.		21
III	Data Base Language, dbase package, Basics of data processing; Data Hierarchy and Data file structure, Data files organizations; Master and Transaction file. Programme development cycle, Management of data, processing systems in Business organization.		25
IV	Word processing: Meaning and role of word processing in creating of document, Editing, formatting and printing document using tools such as spelling checks, Data Communication Networking-LAN& WANS.		22
Suggested Readings:			
<ol style="list-style-type: none"> Gill, N. S, "Handbook of Computer Fundamentals", Khanna Publishing House, Delhi Shrivastava" Fundamental of Computer& Information Systems" (Wiley Dreamtech) Leon A and Leon M ., " Introduction to Computers" (Vikas, 1st Edition). R.S. Salaria, "Computer Fundamentals", Khanna Publishing House, Delhi. Norton P., "Introduction to Computers", (TATA McGraw Hill) Leon "Fundamentals of Information Technology", (Vikas) Ravichandran, A., "Computers Today", Khanna Publishing House, Delhi. Sinha, P.K., "Computer Fundamental", BPB Publications (Hindi and English) Laudon & Laudon, "Management Information System" <p>Note- Latest edition of the text books should be used.</p>			
This course can be opted as an elective by the students of following subjects: Open for all			
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:			
Assessment and Presentation of Assignment		(04 marks)	
Class Test-I (Objective Questions)		(04 marks)	
Class Test-II (Descriptive Questions)		(04 marks)	
Class Test-III (Objective Questions)		(04 marks)	
Class Test-IV (Descriptive Questions)		(04 marks)	
Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)		(05 marks)	