B. Com (Hons.) (Accounting and Taxation)
MULTIDISCIPLINARY COURSE (MDC)
Semester-III
(BCB32304T): FUNDAMENTALS OF COMPUTER

Max Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 4
Pass 40%

Objectives:

To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.

Course Outcomes:

CO1	To learn the basic knowledge of computer hardware and software.
CO2	To get basic knowledge of computer networks.
CO3	To have knowledge of computer languages such as machine language, assembly language, high level language, 4GL.
CO4	To understand the concepts of word processing and spreadsheet.

SECTION-A

Block I: Introduction of Computer: Characteristics of the Computer, Block diagram of a Computer, Classification and Generations of Computer*Input Devices:* Keyboard, Mouse, Trackball, Space ball, Joystick, Light pen, Touch screen, Digitizer, Data Glove, Scanner, Speech Recognition Devices, Optical Recognition Devices: OMR, OBR, OCR, MICR, Video Cameras, *Output Devices:* Monitors, Printers and its types, Plotters and its types, Speakers, Multimedia Projector.

Block II: Computer languages: Machine language, assembly language, high level language, 4GL. *Language Translators:* Compiler, Interpreter, and Assembler. *Software:* Types of Software: System Software, Application Software, and Firmware. *Memories:* Memory Hierarchy, Memory Types: Magnetic core, RAM, ROM, Secondary, Cache, Overview of storage devices: floppy disk, hard disk, compact disk, tape.

SECTION –B

Block III: Operating System: Functions of Operating System, Types of Operating System, Turning on a computer, desktop, taskbar, start menu, booting up, Desktop, Shortcut, Icons, Recycle Bin, Start Menu, My Computer, Computer's Devices and Drives, Storage, Removable Storage, CD/DVD Drive, floppy drive, and USB flash drive, Hard drive, Control Panel, The Window, Parts of Window, File Explorer, Files, Folders, Directories, Command, Menus, Keyboard, Function Keys, Normal Keys, Special keys, Direction keys, Numeric Keypad, Numeric Keys, Mouse: Left button, Right Button, Windows Accessories, Sharing

Manik
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Information between Programs. Virus, Antivirus, Peripherals can use with your computer.

Block IV: Computer Networks: Components of data communication, modes of communication, standards and organizations, Network Classification, Network Topologies; Network Types, Transmission media, network protocol; layered network architecture. Basic of Computer networks: LAN, MAN, WAN.

Suggested Readings:

1. Hunt, R., J. Shelley, *Computers and Commonsense*, Prentice Hall of India.
2. Sinha, Pradeep K. and Preeti Sinha, *Foundation of Computing*, BPB Publication.
3. Saxena, Sanjay, *A First Course in Computers*, Vikas Publishing House.
4. Leon A. & Leon M., *Introduction to Computers*, Leon Vikas Publications
5. .N. Subramanian, Introduction to Computers, Tata McGraw-Hill.
6. Peter Norton, Introduction to Computers, Seventh Edition

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short q questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

Monika
05/2/25