C P PATEL AND F H SHAH COMMERCE COLLEGE, ANAND
(AUTONOMOUS)

(Managed by Sardar Patel Education Trust, Anand)

(Affiliated to Sardar Patel University, Vallabh Vidyanagar)

NAAC Reaccredited CGPA – 3.30 – Grade A+

Revised Syllabus as per NEP 2020 with effect from the Academic Year 2026-2027

Bachelor of Commerce (BCOM)

Semester – I

Course Code	UB1MDCOM06	Title of the Course	COMPUTER APPLICATION-I
Total Credits	04 Credits	Hours per Week	02(Theory) + 02(Practical)

Course Learning Outcomes (CLOs)	
CLO 1	The Computer Applications course aims to develop essential computer skills among commerce students and enable them to effectively use computer systems and applications in academic, personal, and professional environments. The course helps students understand the role of computers in modern business and equips them with the knowledge required to perform various business-related tasks using digital tools and technologies.
CLO 2	After completing this course, students will be able to use Information and Communication Technology (ICT) efficiently, create and manage digital documents, and utilize office automation software for business purposes. The course also enhances students' technological proficiency, improves their problem-solving abilities, and increases their employability by preparing them for the technology-driven requirements of modern organizations and businesses.

Course Content		
Unit No.	**Description**	**Weightage (%)**
1.	**Fundamentals of Computer System and Memory** • Introduction to Computer System, Hardware and Software. • History and Generations of Computers. • Types and Applications of Computers. • Block Diagram of Digital Computer and Functions of Its Components. • POST (Power-On Self-Test), Characteristics and Limitations of Computers. • Memory Concepts and Types of Memory. • Primary Memory: RAM, DRAM, SRAM, SDRAM, DDR SDRAM. • ROM and Its Types: PROM, EPROM, EEPROM. • Auxiliary (Secondary) Memory and Storage Devices. • Cache Memory and Memory Hierarchy.	**25%**
2.	**Input, Output and Storage Devices** • Introduction to Input, Output and Storage Devices. • Input Devices: Keyboard, Scanner, Joystick, Barcode Reader, Digital Camera, Microphone and Webcam. • Pointing Devices: Mouse, Touchpad, Touch Screen, Light Pen, Digitizer and Trackball. • Recognition Devices: OMR, OCR and MICR. • Output Devices: Monitors (CRT, TFT, LCD, LED). • Printers: Laser, Inkjet, Dot Matrix, Line Printer, MFP, Barcode Printer and Plotter. • Other Output Devices: Speakers and Projector.	**25%**

	• Storage Devices: CD, DVD, Blu-ray Disc and Floppy Disk. • Storage Devices: Hard Disk, Pen Drive and Flash Memory Cards. • Difference between Main (Primary) Memory and Secondary Memory.	
3.	**Software, Operating System and Windows** • Introduction to Software and Types of Software. • Introduction to Operating System and Types of Operating Systems. • Windows Operating System and Various Versions of Windows. • Windows 7 Overview, Booting Process and Starting a Desktop Computer. • Desktop Components: Computer, My Documents, Recycle Bin and Browser. • Start Menu and Taskbar: Start Button, Quick Launch Toolbar and Notification Area. • Parts of a Window: Title Bar, Menu Bar, Scroll Bar, Minimize, Maximize and Close Buttons. • Switching Between Windows and Basic Window Operations. • Windows Explorer: Viewing Files and Folders. • File and Folder Operations: Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties, Print and Search Files/Folders.	**25%**
4.	**Windows Accessories, Control Panel and Troubleshooting** • Introduction to Windows Accessories. • Notepad, WordPad, Paint and Calculator. • Snipping Tool, Sound Recorder, Windows Photo Gallery and Connect to Projector. • Sticky Notes and Other Windows Utility Tools. • Introduction to Windows Control Panel. • Control Panel Settings: Mouse, Fonts, Date and Time, Display and Printer. • User Account Management and Regional Settings. • Adding Languages and Folder Options. • Taskbar and Start Menu Customization. • Windows Troubleshooting and Basic System Maintenance.	**25%**

Teaching – Learning Methodology
• The course will be taught through a combination of **Theory (50%) and Practical (50%)** sessions. • Practicals based on all units will be conducted with **two practical periods per week per batch**. • Teaching methods include **lectures, discussions, demonstrations, presentations, and group activities**. • **ICT-enabled learning and hands-on training** will be used to develop practical computer skills.

Examination Evaluation Pattern		
Sr. No.	**Particulars**	**Weightage (%)**
01	Internal Written	50%
02	Internal Continuous Assessment (Quizzes, Assignments, Seminars, Practical Performance and Attendance)	50%
	TOTAL	**100%**

Specifications for CCE and SEE			
Sr. No.	**Details of the Evaluation Pattern**		**Marks**
01	Continuous and Comprehensive Evaluation (CCE) (Formative Assessment)		
	A	Assignments	10
	B	Active Learning Activities	05
	C	Attendance	05
	D	Written Examination (01 Hour)	30
		(A + B + C + D)	**50 Marks**
02	Semester End Evaluation (SEE) (Summative Assessment)		
	E	Written Examination (03 Hour)	**50 Marks**
		TOTAL (For 04 Credit Courses)	**100 Marks**

Rubrics – Based Assessment for Assignments (10 Marks)		
Excellent	09 – 10 Marks	Excellent understanding of computer applications, accurate content, and timely submission.
Good	07 – 08 Marks	Good conceptual understanding with minor errors.
Average	05 – 06 Marks	Basic understanding with partially correct content.
Basic	03 – 04 Marks	Limited understanding with noticeable errors and incomplete work.
Poor	01 – 02 Marks	Poor understanding with incorrect or irrelevant content.
Below Poor	Zero Marks / NA	Not attempted, not submitted, or irrelevant submission.
Note: • Assignments may be taken in forms of written project, computerized and online suggested courses / certificates as per the decision made by the respective faculties of the courses.		

Rubrics – Based Assessment for Active Learning Activities (05 Marks)		
Excellent	05 Marks	Attendance above 90% and active participation in Computer Applications–I theory and practical sessions.
Good	04 Marks	Attendance between 80%–89% with regular participation in classroom and laboratory activities.
Average	03 Marks	Attendance between 70%–79% with satisfactory participation in course activities.
Poor	00 Marks	Attendance below 70%; student is not eligible to appear for the examination as per university rules.
Note: • Active Learning Activities may be taken in forms of classwork, viva, oral presentations, PowerPoint presentations, role play, collaborative problem solving, debates, group discussions, online tests, Q&A, case studies, etc. as per the decision made by the respective faculties of the courses.		

Rubrics – Based Assessment for Attendance (05 Marks)		
As per the Rules and Regulations provided by the Academic Section of Sardar Patel University, Vallabh Vidyanagar, for the students studying in all departments and colleges. Reference No.: E – 3 / 3127; dated: 07-03-2024. https://www.spuvvn.edu/orbit-cdn/uploads/circulars/Circular-NEP-InternalExamMarks-March-April24.pdf		
Excellent	05 Marks	more than 90% (Minimum 27 Hours for 02 Credits Courses)
Good	04 Marks	80% - 89% (24 to 26 Hours for 02 Credit Courses)
Average	03 Marks	70% - 79% (21 to 23 Hours for 02 Credit Courses)
Poor	Zero / NA	less than 70% (**NOT ELIGIBLE TO APPEAR FOR EXAM)**
Note: • Students with below 70% of attendance must submit their written application to their respective class coordinators with genuine reasons and evidence (in case of working or medical emergencies). Students must not pursue dual degree programmes that clash with the college's timings.		

Rubrics – Based Assessment for Mid-Semester Examination (30 Marks)		
ANY ONE UNIT OR 50% OF THE SYLLABUS - 15 Marks Each Question		
Excellent	13 – 15 Marks	Demonstrates thorough understanding of computer concepts, accurate explanations, proper use of technical terms, logical presentation, and relevant examples with negligible errors.
Good	10 – 12 Marks	Shows good understanding of the topic, covers major concepts correctly, with minor omissions or errors.
Average	07 – 09 Marks	Demonstrates basic understanding of computer applications, but some important concepts are partially explained or missin
Basic	04 – 06 Marks	limited understanding of the topic, incomplete explanations, poor organization, and noticeable conceptual errors.
Poor	01 – 03 Marks	Incorrect or unclear explanations, inability to address core computer concepts, and lack of logical presentation.
Below Poor	Zero Marks / NA	completely irrelevant or Not Attempted
Note: • Questions may be asked from topics such as **Computer Fundamentals, Memory, Input-Output Devices, Storage Devices, Software, Operating System, Windows, Windows Accessories, Control Panel, and Troubleshooting**..		

Rubrics – Based Evaluation Pattern for End-Semester Examination (50 Marks)		
Multiple Choice Questions (05 Marks) – 01 Mark Each from all Units		
Excellent	01 Mark	the chosen option is correct, no errors in response
Below Poor	Zero Marks / NA	chosen option is incorrect, completely irrelevant, multiple options chosen / Not Attempted
Unit I – Fundamentals of Computer System and Memory		
Excellent	09 – 10 Marks	Demonstrates thorough understanding of computer fundamentals, hardware, software, memory, and computer generations with accurate explanations and examples.
Good	07 – 08 Marks	Good understanding with minor omissions or errors.
Average	05 – 06 Marks	Basic understanding with some concepts partially explained.
Basic	03 – 04 Marks	Limited understanding and incomplete explanations.
Poor	01 – 02 Marks	Incorrect or unclear explanations of core concepts.
Below Poor	Zero Marks / NA	completely irrelevant or Not Attempted
Unit II – Input, Output and Storage Devices		
Excellent	09 – 10 Marks	Demonstrates excellent understanding of input, output, and storage devices with correct functions, features, and applications.
Good	07 – 08 Marks	Good understanding with minor omissions
Average	05 – 06 Marks	Basic knowledge with some missing points.
Basic	03 – 04 Marks	Limited understanding and poor organization.
Poor	01 – 02 Marks	Incorrect or unclear explanations.
Below Poor	Zero Marks / NA	completely irrelevant or Not Attempted
Unit III – Software, Operating System and Windows		
Excellent	09 – 10 Marks	Demonstrates comprehensive knowledge of software, operating systems, Windows environment, desktop, file management, and Windows Explorer.
Good	07 – 08 Marks	Good understanding with minor errors.
Average	05 – 06 Marks	Basic understanding with partial explanations.
Basic	03 – 04 Marks	Limited understanding and conceptual errors
Poor	01 – 02 Marks	Incorrect or unclear explanations.
Below Poor	Zero Marks / NA	Completely irrelevant or not attempted.
Unit IV – Windows Accessories, Control Panel and Troubleshooting		
Excellent	09 – 10 Marks	Demonstrates excellent understanding of Windows Accessories, Control Panel settings, user management, and troubleshooting techniques.
Good	07 – 08 Marks	Good understanding with minor omissions.
Average	05 – 06 Marks	Basic understanding with some missing concepts.
Basic	03 – 04 Marks	Limited understanding and incomplete explanations.
Poor	01 – 02 Marks	Incorrect or unclear explanations with poor conceptual clarity.
Below Poor	Zero Marks / NA	Completely irrelevant or not attempted.

PLO – CLO Mapping										
	COMPUTER APPLICATION-I									
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10
CLO 1	03	02	01	02	01	01	01	01	00	01
CLO 2	02	03	02	02	02	01	01	01	00	01
CLO3	02	03	02	03	02	01	02	01	00	02
CLO4	01	02	03	03	03	02	02	02	00	02
CLO5	02	03	02	03	03	02	02	02	01	03

Note:
- High: **03**; Moderate: **02**; Low: **01**; No Mapping: **00**

Suggested References and E-Resources for Further Reading

Reference Books

- Computer Fundamentals, BPB Publications.
- Computer Fundamentals, PHI Learning.
- Introduction to Computers, McGraw-Hill Education.
- Computer Basics, Vikas Publishing House.
- Fundamentals of Computers, Oxford University Press.

E-Resources for Self-Learning

- LibreOffice Documentation and User Guides – Complete learning resource for office applications.
- LibreOffice Getting Started Guide – Beginner's guide to office productivity tools.
- LibreOffice Writer Guide – Learning document creation and formatting.
- LibreOffice Documentation Portal – PDF manuals and tutorials for Writer, Calc, Impress, and Base.

Online Learning Resources

- NPTEL
- SWAYAM
- GeeksforGeeks Computer Fundamentals
- TutorialsPoint Computer Fundamentals
- GCFLearnFree Computer Basics

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