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 Business Administration (BBA) (General)

Semester – I

Course Code	UM1MDBBA03	Title of the Course	COMPUTER APPLICATION-I
Total Credits	04 Credits	Hours per Week	02(Theory) + 02(Practical)

Course Learning Outcomes (CLOs)	
CLO 1	Understand the fundamental concepts of computer systems, including hardware, software, and generations of computers, memory types, and basic architecture.
CLO 2	Identify and explain various input, output, and storage devices along with their functions and practical applications.
CLO 3	Demonstrate knowledge of software and operating systems, including Windows environment, file management, and system operations
CLO 4	Perform basic operations using Windows accessories and control panel settings, and apply troubleshooting techniques for common system issues.

Course Content		
Unit No.	**Description**	**Weightage (%)**
1.	**Computer Fundamentals and Memory** Components of a Computer System: Computer, Computer Hardware and Software, Difference Between Hardware and Software, History Computer, Computer Generation, Types of Computer, Block Diagram of Digital Computer and Function of Its Each Part, POST-Power on Self-Test. Application of Computer, Characteristics of Computer,Limitations of Computer. Memory: Types of Memory,Primary Memory (RAM, DRAM, SRAM, SDRAM, DDR SDRAM, ROM, PROM, EPROM, EEPROM), Auxiliary Memory, Cache Memory	25%
2.	**Input, Output and Storage Devices** Input Devices: Keyboard, Scanners, Joy Stick, Barcode Reader, Digital Camera, Microphone, Webcam, Pointing Devices (Mouse, Touchpad), Touch Screen, Light Pen, OMR, OCR, MICR, Digitizer, Trackball, Output Devices: Monitors (CRT, TFT, LCD, LED), Printers (Laser, Inkjet, Dot Matrix, Line, MFP, Bar Code, Plotter), Speakers, Projector. Storage Devices: CD, DVD, Blue Ray Disk, Floppy Disc, Hard Disc, Memory Sticks/Pen Drives, Flash Memory Cards etc. Difference between Main/Primary Memory and	25%
3.	**Software, Operating System and Windows** Introduction to Software, Operating System and Windows: Introduction of Software, Types Software and Its Examples, Introduction of Operating System, Overview of Various Types of Operating Systems, Introduction of various versions of Windows operating System, Overview of Windows 7, Concept of Booting and how to start Desktop Computer. Desktop: Working with desktop Icons (Computer, My Documents, Recycle Bin, Start Menu (Parts of Start Menu), Browser, Taskbar	25%

	Overview (Start Button, Quick Launcher toolbar, the notification are), Parts of window (Minimize-Maximize and close button, Menu bar, scroll bar, Borders and corners), Switching between windows. Windows Explorer: Viewing of Files, Folders and its concern operations (Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties, Print), Searching for Files/Folders.	
4.	**Windows Utilities and Control Panel** Windows Accessories: Notepad, Word Pad, Paint, Calculator, Use of Snipping Tool, Use of Sound Recorder, Windows Photo Gallery, Connect to Projector, Sticky Note Windows Control Panel: Mouse, Fonts, Date/Time, Display, Printer, Manage User Accounts, Regional Settings, How to Add Languages, Folder Options, Task Bar & Start Menu. Windows Trouble Shootings.	**25%**

Teaching – Learning Methodology
• Combination of lectures, demonstrations, and hands-on practical sessions to build basic computer and MS Office skills. • Includes interactive learning, projects, and real-life applications for better understanding.Assessment through tests, assignments, and practical exams to ensure skill development.

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 (02 Hours)	**50 Marks**
		TOTAL (For 04 Credit Courses)	**100 Marks**

Rubrics – Based Assessment for Assignments (10 Marks)		
Excellent	09 – 10 Marks	Strong understanding of computer fundamentals & Office tools; accurate answers and correct use of Word/Excel/PowerPoint.
Good	07 – 08 Marks	Good knowledge with minor mistakes in concepts or tool usage
Average	05 – 06 Marks	Basic understanding; some errors in theory and practical steps.

Basic	03 – 04 Marks	Limited knowledge; difficulty in using Office tools correctly
Poor	01 – 02 Marks	Very weak understanding; mostly incorrect answers and improper tool use
Below Poor	Zero Marks / NA	No attempt or irrelevant response
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 comprehensive understanding of computer concepts, accurate and detailed explanations, correct use of technical terminology, logical organization of content, relevant diagrams/tables where applicable, suitable examples, and minimal or no errors..
Good	10 – 12 Marks	Demonstrates good understanding of the topic, covers most concepts correctly, uses appropriate technical terms, provides

		examples, with minor omissions or errors.
Average	07 – 09 Marks	Demonstrates basic understanding of the topic, explains major concepts but lacks sufficient detail, examples, diagrams, or contains some conceptual inaccuracies.
Basic	04 – 06 Marks	Demonstrates limited understanding, incomplete explanations, poor organization, inadequate use of technical terms, and noticeable errors.
Poor	01 – 03 Marks	Demonstrates very little understanding of the topic, incorrect explanations, missing key concepts, and weak presentation.
Below Poor	Zero Marks / NA	completely irrelevant answeror Not Attempted

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	The chosen option is incorrect, completely irrelevant, multiple options chosen, or not attempted.
Unit I – Computer Fundamentals and Memory		
Excellent	09 – 10 Marks	Demonstrates thorough understanding of computer fundamentals, computer hardware and software, computer generations, types of computers, block diagram of computer, POST, characteristics, limitations, applications, and memory concepts including RAM, ROM, Cache Memory, and Auxiliary Memory with accurate explanations and relevant examples.
Good	07 – 08 Marks	Good understanding of computer fundamentals and memory concepts with minor omissions or errors.
Average	05 – 06 Marks	Basic understanding with some concepts partially explained or missing.
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 devices, output devices, and storage devices including their functions, features, working principles, classifications, and applications with appropriate examples.
Good	07 – 08 Marks	Good understanding with minor omissions or errors
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 (Notepad, WordPad, Paint, Calculator, Snipping Tool, Sound Recorder, Sticky Notes, Windows Photo Gallery), Control Panel settings, user account management, regional settings, language settings, folder options, taskbar settings, and Windows troubleshooting techniques with accurate explanations and examples.
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	0	01	01	01	00	01
CLO3	02	03	02	03	02	01	02	01	00	02
CLO4	02	03	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

- P.K. Sinha & Priti Sinha, Computer Fundamentals, BPB Publications.
- V. Rajaraman, Fundamentals of Computers, PHI Learning.
- Peter Norton, Introduction to Computers, McGraw-Hill Education.
- Alexis Leon & Mathews Leon, Fundamentals of Information Technology, Vikas Publishing House.
- Anita Goel, Computer Fundamentals, Pearson Education.

E-Resources for Self-Learning

- Microsoft Windows Documentation and User Guides – Complete learning resource for Windows operating system, desktop management, file handling, Control Panel, and troubleshooting.
- Computer Fundamentals Learning Resources – Self-learning materials covering computer hardware, software, memory, input/output devices, and storage devices.
- Microsoft Learn – Learning resources for Windows features, system settings, and user management.
- Digital Literacy Learning Modules – Beginner-friendly resources on computer applications and operating systems.
- Windows User Guides and Tutorials – Practical guides for Windows Explorer, file management, and Windows accessories.

Online Learning Resources

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

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