



(Shri Ramkrishna Seva Mandal's)

# ANAND COMMERCE COLLEGE

An Autonomous College (2025-26 to 2034-35)

(Affiliated to Sardar Patel University)

NAAC ACCREDITED 'A' GRADE (3.04 CGPA)

ISO 9001:2015



Syllabus as per NEP 2020 with effect from the Academic Year 2025-26

## Bachelor of Vocation BANKING & FINANCIAL SERVICES B Voc Semester – I

Course Code	UBV01MDCB01	Title of the Course	Computer Application-I
Total Credit of Course	04	Hours Per Week	04

Course Objectives	<ul style="list-style-type: none"> <li>To describe the basic components of a computer system, differentiate between hardware and software, explain the generations and types of computers.</li> <li>To demonstrate understanding of different types of memory such as primary (RAM, ROM), cache, and auxiliary storage, and compare them based on speed, purpose, and performance.</li> <li>To list various input and output devices, understand their uses and operations, and explain the features of different storage media, including their benefits and limitations.</li> <li>To acquire knowledge about types of software, operating systems (especially Windows), and understand basic system operations such as booting, navigating the desktop, and managing files and folders using Windows Explorer.</li> <li>To use built-in Windows tools such as Notepad, Paint, Calculator, Snipping Tool, and configure system settings through the Control Panel, including troubleshooting common system issues.</li> </ul>
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Unit	Description	Weightage
1.	<p><b>Components of a Computer System:</b> computer, computer Hardware and software, Difference Between Hardware and Software, History of 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.</p> <p><b>Memory:</b> Types of Memory, primary Memory (RAM, DRAM, SRAM, SDRAM, DDR, SDRAM, ROM, PROM, EPROM, EEPROM), Auxiliary, memory, cache Memory.</p>	20%
2.	<p><b>Input, output and storage Devices:</b></p> <p><b>Input Devices:</b> Standard Input Devices, Gaming &amp; Specialized Controllers, Sensors &amp; Scanners, Image, Video &amp; Audio Input, Biometric Devices, Pointing &amp; Positioning Devices, Wearable Input Devices, Virtual &amp; Advanced Input, Remote &amp; Wireless Input Devices</p> <p><b>Output Devices:</b> Monitors (CRT, TFT, LCD, LED), printers (Laser, inkjet, Dot Matrix, line, MFP, Bar Code, plotter), speakers' projector.</p> <p><b>Storage Devices:</b> CD, DVD, Blue Ray Disc, Floppy Disc, Hard Disk, Memory Sticks/Pen Drives, Flash Memory Cards etc. Difference between Main/Primary Memory and Secondary/Auxiliary Memory. Relative</p>	20%

	benefits of each in terms of speed and performance.	
3.	<b>Introduction to Software, Operating System and Windows:</b> <ul style="list-style-type: none"> <li>• Introduction of Software,</li> <li>• Types of Software and its Examples</li> <li>• Overview of Various Types of Operating Systems.</li> <li>• Introduction of various version of Windows Operating System,</li> <li>• Overview of Windows 7,</li> <li>• Concept of booting and How to start Desktop Computer.</li> <li>• Introduction to Web-Browser</li> </ul>	20%
4.	<b>Desktop:</b> Working with desktop Icons (Computer, My Documents, Recycle Bin, Start Menu (Parts of Start Menu), Browser, Taskbar 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. <b>Windows Explorer:</b> Viewing of files, Folders and its concern operations (Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties, Print), Searching for Files/Folders.	20%
5.	<b>Windows Accessories:</b> Notepad, WordPad, Paint, Calculator, Use of Snipping Tool, Use of Sound Recorder, Windows Photo Gallery, Connect to Projector, Sticky Note. <b>Windows Control Panel:</b> Mouse, Fonts, Date/Time, Display, Printer, Manage User Accounts, Regional Settings, How to Add Languages, Folder Options, Task bar and Start Menu. Windows Trouble Shootings.	20%

<b>Teaching – Learning Methodology</b>	Learner-centered Instructional methods, Direct method Quiz, Group Discussion, Assignments Interactive sessions, seminars, visual presentations, Project based learning Use of e-resources, including films
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### Internal and / or External Examination Evaluation

Evaluation and Exam Pattern			
Sr. No.	Details of Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1.	<b>Class Test</b>	15	10
2.	<b>Quiz</b>	15	5
3.	<b>Active Learning</b>	5	-
4.	<b>Home Assignment</b>	5	5
5.	<b>Class Assignment</b>	5	-
6.	<b>Attendance</b>	5	5
<b>Total Internal (%)</b>		<b>50 (100%)</b>	<b>25 (100%)</b>
<b>Total External (%)</b>		<b>50 (100%)</b>	<b>25 (100%)</b>

<b>Course Outcomes:</b> Having completed this course, the learners will be able to	
1.	Demonstrate a clear understanding of fundamental computer concepts, including the evolution, classification, and architecture of computers.

2.	Identify and explain the function of various hardware components, including input, output, memory, and storage devices.
3.	Analyze and compare different types of memory and storage media based on their characteristics, speed, and usage.
4.	Operate and manage basic functionalities of the Windows operating system, including system navigation, file management, and use of Windows Explorer.
5.	Utilize Windows built-in tools and accessories (e.g., Control Panel, Notepad, Paint, Calculator, Snipping Tool) for routine computing tasks and simple troubleshooting.

<b>Suggested References:</b>	
<b>Sr.No.</b>	<b>References</b>
1.	Microsoft Word 2010 Step by Step By Joyce Cox and Joan Lambert (Microsoft Press, 2010) ISBN 978-0-7356-2693-5
2.	Microsoft Office 2010 by Bittu Kumar V & S Publishers
Digital resources to be used if available as reference material	
On-line Resources	
<a href="https://ptgmedia.pearsoncmg.com/images/9780735626966/samplepages/9780735626966.pdf">https://ptgmedia.pearsoncmg.com/images/9780735626966/samplepages/9780735626966.pdf</a> <a href="https://www.youtube.com/watch?v=fUkh3yWm3d4">https://www.youtube.com/watch?v=fUkh3yWm3d4</a> (VIDEO) <a href="https://www.webucator.com/blog/2019/06/how-to-learn-microsoft-word-12-free-and-paid-word-training-resources/">https://www.webucator.com/blog/2019/06/how-to-learn-microsoft-word-12-free-and-paid-word-training-resources/</a> <a href="https://edu.gcfglobal.org/en/topics/office2010/(Tutorials)">https://edu.gcfglobal.org/en/topics/office2010/(Tutorials)</a>	



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