

B. Com. Semester I

Introduction to Computer Science -Syllabus

Unit	Title	Details of Topic
Unit I	Basic Understanding of Computers	Hardware & Software -Operating systems -Directories and File properties. Definition, characteristics, history, computer terminology, computer organization, Computer Fundamentals: input & output devices, storage devices (including latest devices), classifications of computers (including current computer systems), binary conversions and ASCII code, introduction to computer virus.
Unit II	Number Systems	Conversion from and to – binary, octal, decimal, hexadecimal .ASCII , BCD, EBCDIC, UNI code
Unit III	MS-OFFICE - Word	Creating a new document with templates & Wizard -Creating own document Opening/modifying a saved document -converting files to and from other document formats Using keyboard short-cuts & mouse -Adding symbols & pictures to documents -headers and footers -Finding and replacing text -spell check and Grammar check - Formatting text -paragraph formats -adjusting margins, line space - character space -Changing front type, size -Bullets and numbering - Tables -Adding, editing, deleting tables -Working within tables Adding, deleting, modifying rows and columns -merging & splitting cells. Mail Merge usage.
Unit IV	MS-OFFICE - Excel	Working with worksheets -cells -Entering, editing, moving, copying, cutting, pasting, transforming data -Inserting and deleting of cells, rows & columns -Working with multiple worksheets -switching between worksheets -moving, copying, inserting & deleting worksheets -Using formulas for quick Calculations -Working & entering a Formula - Formatting a worksheet -Creating and editing charts -elements of an EXCEL chart -Selecting data to a Chart -Types of chart -chart wizard -Formatting chart elements -Editing a chart -Printing charts.
Unit V	MS-OFFICE - Powerpoint	Creating new presentations -Auto content wizard -Using template – Blank presentation -Opening existing presentations -Adding, editing, deleting, copying, hiding slides -Presentations -Applying new design - Adding graphics -Using headers and footers Animating text -Special effects to create transition slides -Controlling the transition speed Adding sounds to slides -Using action buttons.
Unit VI	Introduction to MS Access and Outlook Networking & Internet:	Computer networks, networking technology, components of network. Internet – Basic terms, software and hardware requirement for internet, process of internet working, internet tools, Email- components and working.
Unit VII	Movie Making	Shooting, Recording, Editing, Acting, adding music and adding narration

Books Recommended:

1. Jerry Joyce, and Marianne Moon, MS Office: Plain & Simple, Prentice Hall of India, New Delhi
2. Joyce Cox, Office: Step by Step, Prentice Hall of India, New Delhi