



B.COM. SEMESTER – 1

4	MDC 1	TECHNICAL COMMUNICATION MANAGEMENT – 1 (Computer Application in Business Management)
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Name of the Course: **Technical Communication Management – 1 (Computer Application in Business Management)**

Course credit: **04**

Teaching Hours: **Theory: 45 (Hours) + Practical: 30 (Hours)**

Total marks: **100**

Distribution of Marks: **50 Marks semester end theory examination
25 Marks semester end practical examination
25 Marks Internal assessments of theory (Unit:1 to 5)**

Objectives:

- To provide an overview of the fundamental concepts of computer basics, memory, I/P & O/P devices, number system.
- To enable students to understand the basic principles of computer operation and data processing.
- To familiarize students with the various components of a computer system and their functions.
- To teach students the importance of Internet Basics.
- To provide students with hands-on experience in using a computer system and common applications like word processing, spreadsheet and presentation.

Learning Outcomes:

- Understand the fundamental concepts of computer basics, memory, I/P & O/P devices, number system.
- Identify and describe the various components of a computer system and their functions.
- Use common applications such as word processors, spreadsheets, and presentation software.
- Demonstrate basic troubleshooting skills to resolve common computer problems.
- Understand the basics of computer networks and the Internet.

PARTICULAR	NO. OF LECTURES
UNIT NO. 1 : COMPUTER BASICS	
<ul style="list-style-type: none"> • Definition of computer • History of Computer • Block Diagram Of Computer • Characteristics of computer • Generations of computer • Types of Computer: Analog computer, Digital Computer, (Mini, Micro, Mainframe, Super), Hybrid computer 	9
UNIT NO. 2 : MEMORY	
<ul style="list-style-type: none"> • Types of Memory: RAM, ROM, PROM, EPROM, EEPROM • Storages Devices: Floppy Disk, Hard Disk, CD, DVD, Pen drive 	9
UNIT NO. 3 : INPUT/OUTPUT DEVICES	
<ul style="list-style-type: none"> • Input Devices: <ul style="list-style-type: none"> □ Keyboard, Mouse, Scanner, MICR, Micro Phone, Barcode Reader, Touch Screen • Output Devices: <ul style="list-style-type: none"> □ Visual Display Unit: CRT, LCD • Printers: Impact (Daisy Wheel, Dot Matrix printer), Non Impact (Ink-Jet, Laser) 	9
UNIT NO. 4 : NUMBER SYSTEMS AND CODES	
<ul style="list-style-type: none"> • Conversions • Decimal, Binary, Octal, Hexadecimal Number Systems (Inter-conversion of 	9





only Integer numbers between number systems)		
UNIT NO. 5 : INTERNET BASICS		
<ul style="list-style-type: none"> • Internet Concept • Internet Communication Services: E - Mail, Chatting, Conferencing , Internet Telephony • Internet Connection Methods: Dial Up Connection, Leased Line Connection • Addressing: IP Addressing , DNS • Overview: FTP, WWW, Web, Browser 	9	
UNIT NO. 6 : PRACTICAL		
<ul style="list-style-type: none"> - USE OF WORD PROCESSING: Editing, Font formatting, Paragraph formatting, Page setups and printing document - USE OF SPREADSHEET: Preparing worksheet, Formatting cell, Page setup, building formulas, library functions (sum(), average(), count(), left(), right(), mid(),if(), or(), and(), not(), date(), now(), time()) • USE OF PRESENTATION: Preparing Presentation, Insert Slide, Header & Footer, Animation, Slide Show. 	30	
Total Lectures/Hours		45+30

Suggested Readings:

1. Computer Fundamentals By P.K. Sinha
2. FundamentalofIT for BCA - By S. Jaiswal
3. Internet The Complete Reference - By Young
4. World Wide Web Design With Html - By C Xavier
5. Internet For Every One Techworld - By Leon

Note: Learners are advised to use latest edition of books.

Theory Question Paper Style:

UNIVERSITY EXAMINATION		
Sr.No.	Particulars	Marks
1	QUESTION - 1 (From Unit 1) (OR) QUESTION - 1 (From Unit 1)	10
2	QUESTION - 2 (From Unit 2) (OR) QUESTION - 2 (From Unit 2)	10
3	QUESTION - 3 (From Unit 3) (OR) QUESTION - 3 (From Unit 3)	10
4	QUESTION - 4 (From Unit 4) (OR) QUESTION - 4 (From Unit 4)	10
5	QUESTION - 5 (From Unit 5) (OR) QUESTION - 5 (From Unit 5)	10
Total Marks		50

Credit:

- 1 lecture = 1 hour = 1 credit and 2 practical = 2 hours = 1 credit
- Total 45 hours of theory teaching work per semester and additional 30 hours of practical per semester.
- Theory 3 Hours/week = 3 credits and additional practical 2 hours/week = 1 credits.
- Total credit is 4.

Examination:

- Theory Examination - Total marks 75 (50 marks of university examination and 25 marks of internal).
- University examination: 2 Hours
- Practical Examination - Total Marks 25 (No Internal Marks)
- University Examination: 2 Hours

Passing Standard:

- Student must obtain minimum 40% marks in theory and practical both
- Theory: Minimum 40% (minimum 20 marks in University examination and minimum 10 marks in internal)
- Practical: Minimum 40% (Minimum 10 marks in University examination)

