<div align="center">

F.Y. B.Com.
Optional Paper
Subject Name -: Computer Fundamentals
Course Code -: 104 (B)

</div>

Objective:
1. To make the students familiar with Computer environment.
2. To make the students familiar with the basics of Operating System and business communication tools.
3. To make the students familiar with basics of Network, Internet and related concepts.
4. To make awareness among students about applications of Internet in Commerce.
5. To enable students to develop their own web site.

<div align="center">

Term - I

</div>

Unit No.	Topic	Lectures
1.	**Introduction to Computer Fundamentals**	[10]
	Introduction to Computer Computer System Hardware Computer Memory Input and Output Devices Interaction between User and Computer Introduction to Free and Open Source Software Definition of Computer Virus, Types of Viruses, Use of Antivirus software	
2.	**Basics of Operating System**	[12]
	Definition of Operating System Objectives, types, and functions of Operating Systems Working with Windows Operating System: Introduction, The Desktop, Structure of Windows, Windows Explorer, File and Folder Operations, The Search, The Recycle Bin, Configuring the Screen, Adding or Removing New Programs using Control Panel, Applications in windows (Paint, Notepad, WordPad, Calculator)	
3.	**Introduction to Business Communication Tools**	[12]
	MS-Word: Introduction, Starting MS-Word, MS-Word Screen and its Components, Elementary Working with MS-Word **MS-Excel**: Introduction, Starting MS-Excel, Basics of Spreadsheet, MS-Excel Screen and Its Components, Elementary Working with MS-Excel **MS-Powerpoint**: Introduction, Starting MS-PowerPoint, Basics of PowerPoint, MS-PowerPoint Screen and Its Components, Elementary Working with MS-PowerPoint	
4.	**Introduction to Computer Network**	[06]
	Introduction Importance of Networking Computer Network (LAN, WAN, MAN) Network Components (Hub, Switch, Bridge, Gateway, Router, Modem) Network Topology, Wireless Networks	
5.	**Use of Computer in Commerce**	[08]

	Data Processing, Files and Records, File Organization (Sequential, Direct/Random, Index)	
	Computer Applications in Business – Need and Scope	
	Computer Applications in various fields of Commerce: Personnel Administration, Accounting, Cost and Budgetary Management, Purchasing, Banking, Insurance and Stock-broking, e-governance	
	Introduction to E-Commerce, Evolution of E-Commerce, Role of E-Commerce, E-Commerce Framework, E-Commerce Categories	

Term - II

Unit No.	Topic	Lectures
1.	**Internet and Internet application**	**[08]**
	Introduction, Internet evolution	
	Working of Internet, Use of Internet	
	Overview of World Wide Web (Web Server and Client)	
	Introduction to Search engine and Searching the Web	
	Downloading files	
	Introduction to Web Browsers	
	Working with E-mail (creation and use of the same)	
2.	**Electronic Data Interchange**	**[04]**
	Introduction to EDI	
	EDI Architecture	
	Financial EDI	
	Overview of the technology involved in EDI	
3.	**Electronic Payment System**	**[08]**
	Introduction to EPS	
	Introduction to EFT (Electronic Fund Transfer)	
	Introduction to SET (Secure Electronic Transaction)	
	Business requirement addressed by SET	
	Introduction to Digital Signature and Digital Certificates , Stages of SET	
	Types of Payment System: Digital Cash, Electronic Cheque, Smart Card, Credit/Debit Card	
4	**Introduction to HTML.**	**[10]**
	Introduction to HTML. Working of HTML	
	Creating and loading HTML page, tags	
	Structure of on HTML, Document, Stand Alone Tags	
	Formatting text, Adding Images	
	Creating hyper Links, Tables	
	Sending E-mails through Web Page	
	Sample web pages	
5.	**Introduction To Web page Design**	**[07]**
	Introduction to Web design, Types of Web Pages	
	Web design Pyramid	
	Building web sites	

	Web development process model	
6.	**Designing The web pages** Page size, Page type, Page margin, Entrance page Exit page, Graphics in Webpage design Animation Effect, Sound Effect Color Effect Uploading the web site (Web space, Domain Name, Hosting the web site)	**[08]**
7.	**Internet Security** Security, Privacy Ethical Issues & Cyber Law	**[03]**

Reference Books

1. Computer Fundamentals by: Anita Goel, Pearson Education India ISBN: 9788131742136
2. Connecting with Computer Science, by Greg Anderson, David Ferro, Robert Hilton, Course Technology, Cengage Learning,ISBN:9781439080351
3. Fundamentals of Computer : For undergraduate courses in commerce and management, ITL Education Solutions Limited, Pearson Education, ISBN:9788131733349
4. Introduction to Computer Science, 2/e, ITL Education Solutions Limited, Pearson Education, ISBN:9788131760307
5. Frontiers of Electronic Commerce, Ravi Kalakota, Andrew B. Whinston, Pearson Education, ISBN:9788177583922
6. Internet: The Complete Reference, Margaret Levine Young, Tata McGraw Hill Education Private Limited, ISBN: 9780070486997
7. Murach's HTML, XHTML and CSS: Training & Reference, Anne Boehm, Shroff/Murachs Publication, ISBN-9789350230954
8. On the Way to the Web: The Secret History of the Internet and Its Founders, A. Banks, Apress Publication, ISBN: 9781430208693
9. Computers and Commerce: A Study of Technology and Management at Eckert-Mauchly Computer Company, Engineering Research Associates, and Remingto, Arthur L. Norberg, MIT Press (MA),ISBN:9780262140904

Guidelines for Examination:

1. Term End Exam (20 Marks):
   To be conducted by college as per rules provided by University of Pune.

2. Annual Exam (80 Marks):
   To be conducted by University of Pune at the end of the academic year.
   Passing marks for the course are 40 (Out of which **minimum 32** marks are compulsory in Annual Examination).