



## **Guru Jambheshwar University of Science & Technology**

### **BBA-107 Computer Awareness**

**Total Marks : 100**

**External : 70**

**Time : 3 Hour**

**Internal : 30**

#### **Course Contents**

**Introduction to Computers :** History, need and evolution, classification of computers, Limitations of Computers, Uses of computers in business and society.

Components of computers system, Peripheral devices, Introduction to Computer Software, Algorithms and Flow Charts, Number Systems. Introduction of DOS and Windows, basic commands, creating, editing, formating copy, mail, merge, etc.

Introduction to spreadsheet packages, building a complexx spreadsheet, application, conditional calculation and plotting groups.

Introduction to Data-base Management System, Computer Viruses, Computer Communications.

**Note : Maximum Marks:-100**

( **70% Marks** will be awarded by the University & **30% Marks** will be awarded by Institute )

#### **Suggested Reading :**

1. Rapidex of Computer - Pustak Mahal
2. Computer Fundamentals - Raja Raman
3. Computer and Common Sense - Hwit & Shally