

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

T.Y. B.A.

PAPER VI (C)

## COMPUTER AND ITS APPLICATIONS

### **Module 1: Basics of Computers**

Computer Fundamentals, Organisation and Components of a computer, Computer Hardware – CPU, Memory; Disk drives; Input and Output devices, Keyboard; mouse and VDU, Computer Peripherals like printer, scanner, digitizer, etc.; Computer software – Operating system, application software and packages.

### **Module 2: Use of Computer for Office Automation**

Text editors and word processor software packages; Operative familiarization with any one package like MS-word; concept and use of spread sheet; Operation and use of MS-excel; Basics of Database; Table; records and fields; Data entry and query processing; Operative principles of MS-access, Document formation and presentation through MS-power point.

### **Module 3: Data Analysis and Trend Forecasting**

Basics of Statistical functions and analysis – Mean, median, mode, standard deviation; Distribution function and density function; Statistical package handling and description for SPSS; Regression and auto-regression; Correlation and auto- Covariance and Auto covariance. Text and mail communication using computers; E-mail; Voice mail; Document transfer and delivery; Internet; World Wide Web (www) and use for business and commercial activities like e-business and e-commerce; Electronic stock and exchanges; B2B and B2C Concepts.

### **References:**

1. Kerns (1993), Essentials of Microsoft windows, Word and Excell, Prentice Hall of India, New Delhi.
2. Rajaraman, V. (1996), Fundamental of Computers, Prentice Hall (Ind.) New Delhi.
3. Sahied, F. (1983), Theory and Problems of Computers and Programming, Schaum's Outline Series, McGraw Hill, New Delhi.
4. Intrilligator, M.D. (1978), Econometric Models, Techniques & Applications, Prentice Hall, Englewood Cliffs, N.J.