

B. COM.-I YEAR (COMPUTER APPLICATION)

PAPER - I

(COMPUTER FUNDAMENTALS AND OFFICE AUTOMATION)

(Paper Code-1119)

UNIT-I Introduction to Computers

Computer System Characteristics and Capabilities: Speed, Accuracy, Reliability, Memory capability, Repeatability. Computer Hardware and Software: Block Diagram of Computer, Different Types of Software. Data Processing: Data, Data Processing System, Storing Data, Processing Data. Types of Computers: Analog, Digital, Hybrid General and Special Purpose Computers. Computer Generations: Characteristics of Computer Generations Computer Systems - Micro, Minis & Main-Frames. Introduction to a PC: The IBM Personal Computer Types of PC systems PC, XT & AT Pentium PC's. Prevailing computer configurations. Various types of computer peripherals and memory devices. Limitations of Micro Computer.

UNIT-II Computer Software and Application

System Software : System software Vs. Application Software, Types of System Software, Introduction and Types of Operating Systems programs, Booting Loader, Diagnostic Tests, BIOS, Utility Programs, File Maintenance, Language Processors, Assembler, Compiler & Interpreter. Types of operating systems- MS DOS, WINDOWS, UNIX/Linux. Application Software: Microcomputer Software, Interacting with the System, Trends in PC software, Types of Application Software, Difference between Program and Packages.

UNIT-III Operating System

Fundamentals of DOS: Physical Structure of the Disk, Compatibility of drives, Disks & DOS versions, Preparing Disks for use, Device Names. Getting Started with DOS : Booting Process, System Files and Command com, Internal DOS Commands - DIR, MD, CD, COPY, DEL, REN, VOL, DATE, TIME, CLS, PATH, TYPE. Files & Directories, Elementary External DOS Commands - CHKDSK, MEM, XCOPY, PRINT, DISKCOPY, DISKCOMP, DOSKEY, HELP, TREE, SYS, LABEL, ATTRIB, Creating a Batch Files, Additional Commands - ECHO, PROMPT, MODE, GRAPHICS, EDIT, FORMAT, FDISK, BACKUP, RESTORE, MORE, SORT, APPEND.

Windows Concepts, Features, Structure, Desktop, Taskbar, Start Menu, My Computer, Recycle bin, Accessories: Calculator, Notepad, Paint, WordPad, Character Map. Explorer: Creating folders and other Explorer facilities. Internet explorer basics, navigating the web.

UNIT-IV Ms Word -

Creating & editing word documents, Formatting documents - aligning documents, indenting paragraphs, changing margin, formatting pages, formatting paragraph, printing labels, working with tables, formatting text in tables, inserting & deleting cells, rows & Columns, use Bulleted & numbering. Checking spelling & Grammar, Finding synonyms, Working with long documents, working with header & Footer, adding page no & footnote, working with Graphics, inserting ClipArt, working templates, Creating templates, working with Mail - Merge, Writing the Form letter, Merging Form documents, Merging to label, Working with Mailing lists and Data Sources, Selecting Merge Records, Creating Macro, Running Macro.

Presenting with power point : Creating presentation, working with slides, Different type of slides, setting page layout, selecting background & applying design, adding Graphics to slide, adding sound & Movie, working with table, crating chart & Graph, playing a slide show, slide transition, advancing slides, setting time, rehearsing timing, animating slide, animating objects, running the show from windows.

UNIT-V Working with Excel –

Introducing Excel, Use of Excel sheet, saving, opening & printing workbook, Apply formats in cell & text, Divide worksheet into pages, setting page layout, adding Header & Footer. Using multiple documents, arranging windows i.e. (Cascade, Tiled, Split), protecting your work, password protection. Working with Functions & Formulas, using absolute reference, referencing cell by name, using cell label, Giving name to cell and ranges, working with formulas (Mathematical & Trigonometric, Statistical, Date time, Most recently used), Working with Excel Graphics, creating chart & graphs. Working with lists & database, sorting a database, Filtering a database, using auto filter, Criteria Range, Calculating total & Subtotal, Creating Pivot table, Goal seek, Recording & Playing Macros, Deleting & Selecting Macro location, Use of Freeze option.

SUGGESTED BOOKS:

1. Office 2000 Made Easy - Alan Neibauer, Tata McGraw Hill.
2. Operating System (Incl. DOS & UNIX) : C. Ritchie [BPB]

PAPER - II

COMPUTERIZED FINANCIAL ACCOUNTING (Paper Code-1120)

UNIT-I

Introduction to Data Base Management System, Introduction to FoxPro. Creating Data Base Files, list, display, edit browse replace, delete, pack, recall, locate-continue seek and find, sort, index, display structure, modify structure, memo field.

UNIT-II

Memory variables, store, date and time function, printing reports and labels, mathematical function - sum, average, count, sqrt (), min(), max(), between(), len (), Floor(), int(), log(), sign(), character function - left(), right(), at(), stuff(), is upper (0, is lower(), is alpha(), is digit(), replicate(). Creation of Macros, Array

UNIT-III

Programming with FoxPro :modify command, using do while-end do, making decision

with if-end if, scan-end, text-end text , do...case-end...case, for-end for , accept, input, wait, set relation, update, join, @ say, get command with read, pictures and functions with @.

Windows, menus and popus-creating menu define menu, defining and using popups and popups features, creating simple menu with @ prompt, defining and using windows.

UNIT-IV

Introduction to Accounting Software [Ex.-Tally], Creation of Company, Ledgers & Groups. Advance features of Accounting Software.

Accounting Transactions : Operating Cycle, Journal, Concept of Accounts Receivable and payable, Compound Journal entry, Opening entry of Ledger.

UNIT-V

Voucher Entry : Types of Voucher, Capital and Revenue, Income, Expenditure, Receipts Preparation of Trial Balance, Profit & Loss Account & Balance Sheet. Depreciation, Provisions and Reserves, Methods of Depreciation, Depreciation of assets, Depreciation of replacement cost.

SUGGESTED REFERENCES :

1. FoxPro made simple by R.K. Taxali.
2. FoxPro 2.5 by Charies Seigal.
3. Tally 5.4 by Vishupuriya Singh.
4. Implementry tally 1.4 by K.K. Nadhni.

