

B.Com. I Year

Group – (Computer Application)

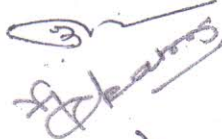
Paper- I

INTRODUCTION TO INFORMATION TECHNOLOGY

- UNIT-I : Information Concept of Processing: Concepts of data, data type information, need for information, elements of Computer Processing Systems : Classification of Computers, Storage Devices.
- UNIT-II : Programming Languages: Machine Language, Assembly Languages, High Level Languages, Forth Generation Languages, Compilers, Interpreters.
- UNIT-III : Operating Systems : Concept and Functions of Operating System, DOS : Function of DOS, Structure, booting, Internal and External Commands.
- UNIT-IV : Computer Network and Communication: Communication system elements, Communication modes : Simplex, half duplex and full duplex, circuit switching and packet switching, LAN, MAN, WAN
- UNIT-V : Application of IT and Internet: Application of IT in business, Education Industry, Home and Training, Entertainment Science and Engineering and Medicine, Internet, email.

References :

- 1- "Computer Fundamentals" by P.K. Siriba
- 2- Sanders, D.H., " Computers Today", Me-Graw Hill, 1988
- 3- S. Jaiswal, "Information Technology Today", Galgotia Publication, New Delhi, 1999.


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Paper-II

OPERATING SYSTEM WINDOWS-XP

- III-I Operating System and its concepts, functions, Batch Spooling, Multiprogramming, Time-sharing, Real time systems, Distributed system, Personal Computers, Parallel system, Process: Process concept, Threads.
- II-II Overview: Features of Win-XP, Starting, Windows, Controlling programs and documents, starting Windows after technical problem occurs shutting down. Windows, Basic elements of Window XP interface, Using the mouse, keyboards, menus, dialog box, task bar, changing and setting properties, working with application.
- T-III Working with files and folders Choosing a navigation style, customizing other folder options, two views of windows. Explorer, navigating through explorer hierarchy, changing the way a folder's contents appear, Customizing explorers appearance, managing files and folders, using shortcuts.
- T-IV Advanced File Management Techniques :
Associating files with programs, finding files, working with long file names, using explorer with shared, resources on a network, managing file from MS-DOS prompt.
- T-V Working with applications:
Understanding the data sharing capabilities of windows XP, using the windows clipboard viewing and changing clipboard data, exchanging data between windows and DOS, using embedded objects, printing, using windows Accessories, using Notepad and WordPad.

References :

- 1- "Operating System" by Silberchatz and Galvin
- 2- "Using Windows 98" by Ed Bott and Ron person (PHI)

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Paper- I

DBMS CONCEPTS USING MS ACCESS

- UNIT-I** Concepts of DBMS, advantages, various views of data, data independence, scheme and sub-scheme, data models, data base languages, database administrator, E-R models, Keys: Primary, candidate, Super Key, Foreign Key.
- UNIT-II** Access Concepts and terms: Database tables, relational database, record, field's controls and objects, queries and dynasts, forms, reports, properties, wizard, macros, Access requirements, starting and quitting access.
- UNIT-III** Creating database and tables with and without wizard, field name, data types and properties, adding and deleting fields in fields, renaming fields and their caption, resizing fields, freezing columns, primary key field and indexing fields.
- UNIT-IV** Form: Form wizard, saving and modifying forms : Entering and Editing data, Finding, sorting and displaying data, queries and dynasets, creating and using select queries using wild cards in queries.
- UNIT-V** Reports: Creating reports, previewing reports, printing reports, modifying saving Relational database – definition purpose, creating, viewing, and deleting Expressions.

- References :**
- 1- Working in MS-Office – "Ron Mansfield" (TMH)
 - 2- Complete Reference Access 2002 – Virginia Anderson (TMH)
 - 3- Database Management System – Silberchatz, Korth

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Paper-II

MS - OFFICE

- UNIT-I** Word: Starting Word, Parts of Word Window: Menus, Toolbars, Standard Toolbar, Formatting Toolbar, Creating Previewing and Printing the documents. Formatting document, Auto format, Format paragraph, line spacing margins and gutters, page breaks, working with header, footer and footnotes. Creating tables.
- UNIT-II** Working with Graphics : Drawing objects, text in drawing rotating and flipping objects, object filling, inserting frames and framing objects, captions. Templates, wizard. Bullet: Bulleting paragraphs, changing styles, spelling checket, tables of contents, creating an index, find and replace, sort, Mail merge.
- UNIT-III** Excel Features, spreadsheet, parts of a worksheet, creating and editing worksheets, Copying entries, auto fill, protecting and unprotecting documents and cells. Moving copying cell, sorting cell data, inserting rows ad columns, deleting parts of worksheet, hanging column, row width and font size, centering text, inserting and removing page breaks, hiding rows and columns.
- UNIT-IV** Function: Parts of functions, function wizard, category of functions, chart parts, creation of charts, resizing, moving, rotating printing charts. Creation in Excel Database, working with data forms, filtering sorting Excel database:
- UNIT-V** Powerpoint: Powerpoint terminology, views, creating presentations using wizard and design templates. Masters, adding slides, editing and moving text.

References :

- 1- Working in Microsoft Office - Ron Mansfield (TMH)
- 2-

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Paper-II

Essentials of E-commerce

UNIT 1: Introduction

Brief history of e-commerce , Advantages & Disadvantages of e-commerce , Elements of e-commerce , Principles of e-com , Messaging and Information distribution , Common service infrastructure .

UNIT 2: Introduction of EDI

Electronic Data Interchange - Origin, Benefits of EDI, role of EDI in business companies. Migration to open EDI, E-com with WWW/Internet. E-Government- Concepts, Applications of G2C, G2B and G2G.

UNIT 3: Electronic communication

PC and networking , Network topologies and communication media , E-mail , LAN, WAN, MAN
Internetworking – Bridges and gateways , Internet Vs Online services.

UNIT 4: WWW & Electronic Payment System:

Applications – what is web , Why is the Web such a hit , The Web and E-Com , Concepts & Technology –Key concepts , Web Software development Tools. Electronic payment system – Overview , Electronic or digital cash.

UNIT 5: Security and Application

Need of computer security, Cryptography, Digital signatures, Advertising on the internet, Marketing, Creating a website.

REFERENCE BOOKS:

1. "Electronic Commerce" By Ravi Kalakota and Andrew B. Whinston.
2. "E-Commerce" By Dr. Varinder Bhatia

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