

B.A/B.Sc/B.COM Part I (COMPUTER APPLICATIONS)

2011, 2012 AND 2013 EXAMINATIONS

Paper	Title	Max. Marks	Exam Duration
A	FUNDANMENTALS OF IT	70	3 hours
B	OFFICE AUTOMATION AND PRODUCTIVITY TOOLS	70	3 hours
C	PRACTICAL BASED ON PAPER A & B (LABORATORY-I)	60	4 hours

PAPER A : FUNDANMENTALS OF IT

Max. Marks : 70

Min. Pass Marks : 35%

Max. Time : 3 Hrs.

Lectures to be delivered : 75

INSTRUCTIONS FOR THE PAPER SETTER

The question paper will consist of five sections : A,B,C,D and E. Section A, B, C and D will have two questions from the respective section of the syllabus and will carry 20% marks each. Section E will consist of 5-10 short-answer type questions, which will cover the entire syllabus uniformly and will carry 20% marks in all.

INSTRUCTIONS FOR THE CANDIDATES

1. Candidates are required to attempt one question each from the sections A, B, C and D of the question paper and the entire section E.
2. Use of non-programmable scientific calculator is allowed.

SECTION-A

Computer Fundamentals : Block diagram of a Computer, Classification and Generations of Computer, Terms : Hardware, Software, Types of Software, Concept of Bit and Byte. Number System : Binary, Octal and Hexadecimal, Conversion from one system to the other, Binary Arithmetic : Addition Subtraction and Multiplication, Input Devices : Keyboard, Mouse, Scanner, OMR, MICR, Video Cameras, Output Devices : Monitors, Printers : Dot Matrix, Inkjet, Laser, Plotters, Multimedia Projector. C.P.U-Organization, Instruction Set, Processor Speed.

SECTION-B

Memories : RAM, ROM, Cache, Storage Device : Floppy disk, Hard disk, Compact disk, DVD Computer Languages : Machine Language, Assembly Language, High Level Language, 4GL, Translators-Interpreters, Compilers, Assemblers. Operating System : Functions of Operating System, Types-Batch, Multiprogramming, Timesharing.

SECTION-C

Data Communication and Computer Network : Elements of a Communication System, Transmission Modes, Transmission Media : Twisted pair, Coaxial Cable, Broadband, Fibre Optics Communication System, Network Communication Devices, Network Technologies : LAN, WAN, MAN, Network topologies : Star, Ring, Bus, Hybrid, Multipoint and Completely Connected Network, TCP/IP, Internet and its applications, E-mail, TELNET, WWW, Chatting, Bulletin Board, Web Browsers.

SECTION-D

Information Technology and Society : Applications of Information Technology in Railway, Airline, Banking, Insurance Inventory Control, Financial Systems, Hotel

Management, Education, Video Games, Mobile Phones, Information Kiosks, E-Commerce, Weather Forecasting, Scientific Application, Multimedia : Concepts, Components and Application. Entertainment Marketing.

REFERENCES

1. P.K. Sinha and P. Sinha, Foundations of Computing, First Edition, 2002, BPB.
2. Turban Mclean and Wetbrete, Information Technology and Management, Second Edition, 2001, John Wiley & Sons.
3. Satish Jain, Information Technology, BPB, 1999.
4. Sanders, D.H., Computers Today, McGraw Hill, 2001

PAPER B : OFFICE AUTOMATION AND PRODUCTIVITY TOOLS

Max. Marks : 70
Min. Pass Marks : 35%

Max. Time : 3 Hrs.
Lectures to be delivered : 75

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of five sections : A,B,C,D and E. Section A, B, C and D will have two questions from the respective section of the syllabus and will carry 20% marks each. Section E will consist of 5-10 short-answer type questions, which will cover the entire syllabus uniformly and will carry 20% marks in all.

INSTRUCTIONS FOR THE CANDIDATES

1. Candidates are required to attempt one question each from the sections A,B, C and D of the question paper and the entire section E.
2. Use of non-programmable scientific calculator is allowed.

SECTION-A

Concept of an Office : Purpose of an office, activities in an office, structure of an office, office system, office manual, document flow management in an office.

Office Automation : Introduction, Today's office, need for office automation, its advantages, disadvantages and office automation tools.

Office Automation Technology : Office equipment, workstation communication and convergence of technologies.

SECTION-B

Windows : Installing WINDOWS with set-up, starting and quitting WINDOWS, basic elements of WINDOWS, working with menus dialogue boxes, window applications, program manager, file manager, print manager, control panel, write, paint brush, accessories including calculator, calendar, clock, card file, note pad, recorder etc.

Power Point : Making presentations, Inserting objects, narration.

SECTION-C

MS Word : Salient features of MS WORD, file, edit, view, insert, format, tools, tables, window, help options and all of their features, options and sub options etc., transfer of files between MS WORD and other word processors and software packages.

SECTION-D

Excel : Excel worksheet, data entry, editing, cell addressing ranges, commands, menus, copying & moving cell content, inserting and deleting rows and column, column formats, cell protection, printing, creating, displaying and printing graphs, statistical functions.

REFERENCES

1. R.K. Chopra, Office Organisation and Management,
2. Content Development Group, Working with MS-OFFICE 2000, TMH.
3. Mastering MS Office 97 Professional by Mosley, BPB Publication
4. Mastering MS Office 2000, Professional Edition by Courter, BPB Publication.
5. MS Office 2000 Training Guide by Maria, BPB Publications.
6. MS Office complete by SYBEX.
7. Bott, Using MS Office 97 (PHI)
8. Bott, Using MS Office 2000 (PHI)

PAPER C : PRACTICAL BASED ON PAPER A & B (LABORATORY-I)

Max. Marks : 60
Min. Pass Marks : 35%

Max. Time : 4 hrs.
Practical Unit to be Conducted :60

The lab exercise should be based on paper Fundamental of IT and Office Automation and Productivity Tools.

Windows : Windows concepts, features, windows structure, desktop, taskbar, start menu, my computer, Recycle Bin, Window Accessories, System Tools, Communication, Sharing Information between Programs.

Word Processing : MS Word : Introduction to Word Processing, Interface, Toolbars, Ruler, Menus, Keyboard Shortcut, Editing a Document, Previewing documents, Printing document, Formatting Documents. Checking the grammar and spelling, Formatting via find and replace. Using the Thesaurus, Using Auto Correct, Auto Complete and Auto Text, word count, Hyphenating, Mail merge, mailing Labels Wizards and Templates, Handling Graphics, tables and charts, Converting a word document into various formats.

Slides : MS Power Point : Mailing presentations, presentation designs, Adding pictures, sound movies, Add narration, customizing presentation, Preparing show.

Worksheets : MS EXCEL : Creating worksheet, entering data into worksheet, heading information, data, text, dates, alphanumeric values, saving & quitting worksheet, Opening and moving around in an existing worksheet, Toolbars and Menus, keyboard shortcuts, Working with single and multiple workbook, Working with formulas & cell referencing, Formatting of worksheet.

The break-up of marks for the Practical will be as under :

(i)	Lab Record	10 Marks
(ii)	Viva-voce	15 Marks
(iii)	Program Development and Execution	35 Marks