**COMPUTER APPLICATION**
**CLASS +2 1ST YEAR COMMERCE(THEORY)**

Duration: 3 hours                                                                        Total Marks: 70

Unit: I

Introduction    to computer: What is computer ? Characteristics of computer, History of computer,Generation of computer : Classification of computer, Block diagram of a digital computer, Define computer as a system. Merits and limitations of a computer system.

Parts of computer: Hardware and software, Input and Output devices, Pointing devices.

Software:    Meaning,   Definition, Characteristics and types of software (System software, Application software, Utility software and custom  software).

Unit: II

Language: Low level (Machine language and Assembly language) and high level language, Compiler, Interpreter, Assembler.

Memory:    Definition, Types  of computer  memory  (Primary   and    secondary) RAM, ROM, PROM, FPROM, EF.ROM, Flash memory.

Storage media: Magnetic tapes, magnetic disks, Floppy disks, Hard disks,  Optical  disks, Pen drive.

Unit: III

Operating system: Definition, Different views of operating system, Types of Operating system, Operating system services, Components / Functions of operating system.

Unit: IV

WINDOWS Operating System : Introduction, DOS Vs WINDOWS, Components, Booting, Creating  folder. Renaming, (hanging  the  properties  of  a  file/folder, arranging  multiple windows, Windows Explorer, Recycle Bin, My computer.

Word processing: Introduction, creating of files, setting and typing text, page formatting, Border and Bullets, printing report, Mail merge, saving block operation, file operation and print a file. Software package-MS WordPRACTICAL

Grading of Practical paper
Record: 05 Marks
Viva: 05 Marks
Experiment: 20 Marks (Group-A 10 Marks and Group -B 10 Marks)

1. Working with Windows.
2. Working with MS-OFFICE

Students are required to perform the practical one from Group- A and one from Group-B as per the question given in the exam. Viva will be based on , WINDOWS, MS-OFFICE and on computer

system.

Group - A Question will cover serial 2 as above and

Group - B Question w ill co\er Serial  3.

## COMPUTER APPLICATION
## CLASS +2 2<sup>ND</sup> YEAR COMMERCE(THEORY)

Duration: 3 hours                                                                                        Total Marks: 70

Unit:
I

Use of Computer in different fields: Business, Education, Medical science, Entertainment, Science and Research, E-cqiumerce, Office automation, Geographical Information system and Management Information System.

Introduction to Internet: History, Services and applications of internet, WWW, Web sites, Web Pages, Web Browser, Search Engine, E-mail.

Unit-II

Computer Network: Introduction, Types of networks (LAN, MAN, WAN), LAN  Topology, WAN devices (Bridge, Gateway, Router), Difference between LAN and  WAN.OSI AND TCP/IP REFERENCE MODEL.

Unit: III

Spread sheet and its operation: Introduction to spread sheet,  moving  around  the  worksheet, formatting the worksheet, setting the column width, range, format, protect, erase, sort and transpose of range, insert and delete of rows and columns, Entering the data, arithmetic and logical operation, copying the data from one part (another part of a file or other files, Saving and retrieving a file, Function and Formula, preparation of graphs: Line,  Bar, Pie, XY, 3D diagrams and printing the  text.

Unit: IV

Database Management System: Concept of Database, Data warehouse, Data mining, creation of files and data entry using commands: CREATE, EDIT, APPEND, LIST, INSERT, DELETE, RECALL, PACK, ZAP, BROWSE, DISPLAY, SORT, INDEX, MODIFY SUMMARISING and QUIT. Techniques for Sum, Average, Total Command, and Count command, Report Form, Designing a report.

PRACTICAL

Grading of Practical paper

Record: 05 Marks

Viva: 05 Marks

Experiment: 20 Marks (Group-A 10 Marks and Group -B 10 Marks)

1. Problems based on unit-ii and unit-iii,
2. Working with Windows.

   Students are required to perform the practical, one from Group- A and one from Group-B as per the question given in the exam. Viva will be based on , WINDOWS, and computer system.

Group - A Question will cover serial & 3 as above and

Group -B Question will cover Serial