GOVERNMENT OF TAMIL NADU

HIGHER SECONDARY SECOND YEAR

COMPUTER APPLICATIONS
Theory & Practical

A Publication Under Free Textbook Programme of Government of Tamil Nadu

DEPARTMENT OF SCHOOL EDUCATION

UNTOUCHABILITY IS INHUMAN AND A CRIME

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PREFACE

Human civilization achieved the highest peak with the development of computer known as “Computer era”. Literate are those who have the knowledge in using the computerwhereas others are considered illiterate inspite of the other degrees obtained. The growth of the nation at present lies in the hands of the youth, hence the content of this book is prepared in such a way so as to attain utmost knowledge considering the future needs of the youth.

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HOW TO USE THE BOOK

Career Guidance — List of job opportunities on successful completion of course

Learning Objectives — Learning objectives briefly describe the contents of the unit. It also outlines the knowledge gained by the students.

Interesting facts to motivate students to gain more information regarding the unit.

Infographics — Visual representations of the unit for better understanding.

Concept Figures — Conceptual diagrams that potrays the technique of drafting and sewing.

To facilitate reading at anytime, anywhere.

Activity — Skill oriented activities based on the units for better understanding.

Evaluation — Access students under the category of understanding, reproducing and application oriented.

Glossary — Explanation of significant terms.

Model Question Paper — A model question paper to help students to face examinations.

References — List of related books for further reading.

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CAREER GUIDANCE

COURSES	COLLEGES / UNIVERSITIES	PROFESSION
B.E / B.Tech	All University and their affiliated Colleges and Self financing Colleges in India and Abroad.	Software Engineer, Hardware Engineer, Software Development, Healthcare Section, IT & ITEs
Science and Humanities		
B.Sc (Computer Science) BCA B.Sc (Maths, Physics, Chemistry, Bio-Chemistry, Geography, journalism, Library Sciences, Political Science, Travel and Tourism)	All University and their affiliated Colleges and Self financing Colleges in India and Abroad.	Government Job and Private Company BPO, Geologist, Journalist
Law		
LLB B.A+LLB B.Com BBM+LLB BBA+LLB	All University and their affiliated Colleges and Self financing Colleges in India and Abroad.	Lawyer, Legal Officer, Govt Job
CA CA-Chartered Accountant CMA-Cost Management Accountant. CS-Company Secretary (Foundation)	The Institute of Chartered Accountant of India (ICAI)	CA, Private Organization, Government ,Banking sectors and prospects for self – employment.
Diploma	Government Polytechnic and Selffinancing colleges	Junior Engineer (Government and Private)
Commerce Courses		
B.com-Regular, B.com-Taxation & Tax Procedure, B.com-Travel &Tourism, B.com-Bank Management, B.com-Professional, BBA/BBM-Regular, BFM- Bachelors in Financial Markets, BMS-Bachelors in Management Studies, BAF- Bachelors in Accounting & Finance, Certified Stock Broker & Investment Analysis, Certified Financial Analyst, Certified Financial Planner, Certified Investment Banker	All University and their affiliated Colleges and Self financing Colleges in India and Abroad.	Private Organization, Government, Banking sectors and prospects for self – employment.
Management Courses		
Business Management Bank Management Event Management Hospital Management Human Resource Management Logistics Management	All University and their affiliated Colleges and Self financing Colleges in India and Abroad.	Private Organization, Government, Banking sectors and prospects for self – employment.
Science and Humanities		
B.Sc.Botany B.Sc.Zoology B.Sc.Dietician & Nutritionist B.Sc.Home Science B.Sc.Food Technology B.Sc.Dairy Technology B.Sc. Hotel Management B.Sc. Fashion Design B.Sc. Mass Communication B.Sc. Multimedia B.Sc. -3D Animation	All University and their affiliated Colleges and Self financing Colleges in India and Abroad.	Government Job and Private Company BPO, Geologist, Journalist

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