

PROGRAMME: FOUR-YEAR B Com (Computer Applications) (Hons)

Domain Subject: Computer Applications

Semester-wise Syllabus under CBCS (w.e.f. 2020-21 Admitted Batch)

I Year B Com (CA), Semester- I

Discipline: COMPUTER APPLICATIONS

Course 1A:Information Technology

Course 1C :Information Technology

(Five units with each unit having 12 hours of class work)

Unit Details

I Introduction:

Computer Definition - Characteristics and Limitations of Computer Hardware—
Generations of Computer, Classification of Computers, Applications of
Computer, Basic Components of PC, Computer Architecture - Primary and
Secondary Memories- Input and Output Devices- Operating System- Function of
Operating System- Types of Operating System- Languages and its Types

II MS word:

Word Processing – Features-Advantages and Applications- Parts of Word Window-
Toolbar-Creating, Saving, Closing, Opening and Editing of a Document-Moving and
Coping a Text-Formatting of Text and Paragraph- Bullets and Numbering-Find and
Replace - Insertion of objects-Headers and Footers- Page Formatting- Auto Correct-
Spelling and Grammar- Mail Merge- Macros

III MS Excel:

Features – Spread Sheet-Workbook – Cell-Parts of a window-Saving, Closing, Opening
of a Work Book – Editing – Advantages – Formulas- Types of Function-Templates –
Macros – Sorting- Charts – Filtering – Consolidation – Grouping- Pivot Table

IV MS Power point:

Introduction – Starting – Parts-Creating of Tables- Create Presentation – Templates-
Auto Content Wizard-Slide Show-Editing of Presentation-Inserting Objects and charts

V MS Access:

Orientation to Microsoft Access - Create a Simple Access Database - Working with Table Data - Modify Table Data - Sort and Filter Records - Querying a Database - Create Basic Queries - Sort and Filter Data in a Query - Perform Calculations in a Query - Create Basic Access Forms - Work with Data on Access Forms - Create a Report - Add Controls to a Report - Format Reports

