

DR. HARI SINGH GOUR UNIVERSITY, SAGAR
B.COM(COMPUTER APPLICATIONS)
I YEAR (SEMESTER- I) 2011-12
FUNDAMENTALS OF COMPUTERS

Time : 3.00 Hours

Maximum Marks : 100

UNIT: I

Introduction of Computer: Computer and its components; Characteristics of Computer, Generation of Computer, Software, Hardware and Firmware. Types of Computer, Language data processing, Number system; Binary, Octal, Hexadecimal and decimal number system and their conversion, Binary Arithmetic: Addition, subtraction, multiplication, Division and I/O devices.

UNIT: II

Storage devices: Semiconductor Memory and its types – Primary V/s Secondary memory, Registers, RAM, DRAM, SRAM, ROM, PROM, EPROM, EEPROM, CACHE Memory, Secondary Memory, Magnetic tape, Magnetic disk, Compact disk.

UNIT: III

PC Package: Introduction to Word Processing, Advantages of word processing, Creating, Saving and Editing a document: Selecting, Deleting, Replacing Text, Copying text to another file. Formatting Text and Paragraph: Using the Font Dialog Box, Paragraph Formatting using Bullets and Numbering in Paragraphs, Checking Spelling, Line spacing, Margins, Space before and after paragraph.

UNIT: IV

Introduction to spreadsheet, Entering information: Numbers, Formula, Editing Data in a cell, Excel functions, Using a Range with SUM, Moving and copying data, Inserting and Deleting Row and Columns in the worksheet, Using the format cells Dialog box, Using chart wizard to create a chart.

UNIT: V

Introduction of slide presentation, Slide show, Formatting, Creating a Presentation, Inserting clip Arts, Adding Objects, Applying Transitions, Animation effects, formatting and checking text.

Database: Introduction to database, Functions of Database, creating and manipulating database.

TEXT BOOKS:

1. Xavier, C “Introduction to Computers and Basic Programming” New age International,
2. Sinha P. K. “Computer Fundamentals, BPB.
3. Will Train, Gini Corter, Annette Marquis “Microsoft Office” BPB
4. R. K. TAXALI “PC Software for Windows 98, Made Simple” TMH.
5. Sanjay Saxena, “MS Office 2000 for every one” Vikas Publishing House PVT LTD.

This course has been approved by the departmental council of Computer Science and Applications in its meeting held on 18-08-2011 and is effective from Aug. 2011.

Prof. R. S. Kasana
Prof. & Head, Chairman Departmental Council
Computer Science and Applications
Dr. H. S. Gour Central University, Sagar

Dr. R. K. Pathak

Mr. Prashant Tiwari

Ms. Poorwa Jain

Ms. Neetu Chourasia

Mr Ravi Shankar Singh

Ms. Richa Pathak

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B.COM (COMPUTER APPLICATIONS)
I YEAR (SEMESTER- I) 2011-12
PRACTICAL

Time : 3.00 Hours

Maximum Marks : 100

- 1) Introduction to various components of a computer.
- 2) Define page size and margins for a document.
- 3) Insert graphics (a picture for example) in a document.
- 4) Prepare your bio-data in one A-4 size page.
- 5) Prepare a document with at least three fonts and four different font sizes. Include superscript and subscript.
- 6) Explain the use of spell check.
- 7) Prepare a presentation (three to five slides) to identify yourself.
- 8) Prepare a presentation to show infrastructure about your department/Institution.
- 9) Insert a slide in a slide show.
- 10) Change slide layout color and background.
- 11) Apply animation and slide transition.
- 12) Prepare a presentation to give information about top ten software companies (In India / world).
- 13) Open a work sheet, name it and save it.
- 14) Change the width of a column/ range of columns.
- 15) Enter text and change its size and font in a cell.
- 16) Delete/insert a row/ column in a worksheet.

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DR. HARI SINGH GOUR UNIVERSITY, SAGAR
B.COM(COMPUTER APPLICATIONS)
I YEAR (SEMESTER- II) 2011-12
OPERATING SYSTEM &INTRODUCTION TO PROGRAMMING

Time : 3.00 Hours

Maximum Marks : 100

UNIT – I

Introduction: Introduction to operating system, Evolution of operating system Various functions of operating system, Booting process, DOS internal & External commands, Basic Commands of windows.

UNIT – II

Process Management- Process concept, Process model, CPU Scheduling, Memory Management Concept. File management- File, File Management systems, Function of file management.

UNIT-III:

Introduction & features of C, Structure of C programs, C Tokens: Character Set, identifiers, keywords, constants, string, Operators Arithmetic, Logical, relational, Increment, Decrement, Assignment, Conditional and Bitwise operators, Precedence and Associativity of operators. Data type, Escape sequence, header files.

UNIT – IV:

Single Character Input/Output: getch(), getche(), getchar(), putchar(). Formatted I/O: printf(), scanf().Control Structures: Decision control structure: if, if-else, else if ladder, nested if. Loop control structure: Loops, while, do...while, for, nested loop, break and continue statements, Case control structure: switch, goto statement.

UNIT – V:

Array: Single and multidimensional arrays, array declaration and initialization of Arrays. Function - what is a function, why use function, library functions, user-defined functions, function declaration and prototype.

TEXT BOOKS:

1. Jain, Chaturvedi and Sahu, "Overview of Operating Systems", Pragma Pub. Mathura.
2. William Stalling, "Operating Systems", PHI.
3. Yashwant Kanitkar, 'Letus C', BPB New Delhi
4. Balaguruswami, 'Ansi C', TMH, Delhi

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B.Com (Computer Applications)
I Year (Semester – II) 2011-12
PRACTICAL

Time : 3.00 Hours

Maximum Marks : 100

1. Introduction to DOS.
2. Various types of files in DOS.
3. Internal Commands of DOS:- MD, CD, RD, COPY, DEL, REN, PATH, TYPE, PROMPT, VER, DATE, TIME, LABEL, COPY CON.
4. External Commands of DOS:- FORMAT, XCOPY, DISKCOPY, MORE, BACKUP, RECOVER, SORT, UNFORMAT, ATTRIB, MOVE, HELP, RESTORE, TREE.
5. Write a program to find out greatest number among three numbers using C.
6. Write a program to find out a number is prime or not.
7. Write a program to convert a temperature from Celsius to Fahrenheit, Fahrenheit to Celsius.
8. Write a program to print pyramid of Stars (*)
9. Write a program to find out whether a number is even or odd.
10. Write a program to find out sum of digit of given number.
11. Write a program to reverse a number.
Hint if the input is 3456 the out put should be 6543.
12. Write a program to reverse a string.
13. Write a program using for loop to print table of any number.
14. Write a program using While loop to find out sum of number from 1 to n.

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