

SYLLABUS FROM JUNE, 1993

F.Y.B.A.

INTRODUCTION TO COMPUTERS

FIRST TERM

1. Introduction to Computers :-

1.1 Five parts of computers - input unit, output unit, memory, arithmetic and logical unit, control unit,

1.2 Generations of computers.

2. Introduction to types of Computers :-

2.1 Microcomputers (PC/XT/AT/286/386/486), minicomputer and mainframe computer.

3. Data Processing :-

3.1 Meaning of data, Difference between data and information, numeric and non numeric data.

3.2 Codification of data binary codes, BCD, EBCDIC, codes.

3.3 Introduction to types of data processing :-

On-line data processing, batch processing, real time processing.

4. Types of Memory :-

4.1 RAM, ROM, Primary and Secondary memory.

4.2 Introduction to hardware, software, operating system, compiler, Interpreter.

4.3 Machine language, programming language, packages, multiprogramming, multiprocessing, time sharing.

5. Introduction to File :-

5.1 Concept of file, record and file.

5.2 Program file, data file, master file, transaction file.

5.3 File storage devices - Magnetic disk, floppy disk, MICR, COM.

6. Introduction to Logic :-

6.1 Logical constants, binary valued variables.

6.2 Logical operators NOT, AND, OR & Truth tables IMPLICATION EQUIVALENCE.

7. Flow charts :-

7.1 Input-output symbol, Simple commercial problems only.

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WORD PROCESSING (WORD STAR RELEASE 4)

SYLLABUS (II Term)

1. Introduction to Word Processing :-
 - 1.1 Use of word procesing in general life.
 - 1.2 Introduction wordstar, Loading and unloading.
 - 1.3 Introduction to main menu commands to be covered
(D, N, P, E, O, Y, R, J)
2. Open file and close file :-
 - 2.1 Creating Document and Non-document files.
 - 2.2 Using the Edit menu.
 - 2.3 Saving the files using control K. options.
3. Printing the file :-
 - 3.1 Printing document and nondocument files.
 - 3.2 Print using various print options like Bold, Underline, Double strike, Italics.
 - 3.3 Various print options like no. of copies, pause betn pages, etc.
 - 3.4 Print control using dot commands like op. po. pc. pl.
4. Block Commands :-
 - 4.1 Marking the begin of block, end marking, use of block copy, move, delete, read, write,etc.
5. Onscreen commands :-
 - 5.1 Margin setting, left margin, right margin, etc.
 - 5.2 Type setting, Centering a line, line spacing, etc.
 - 5.3 Tab setting, set and clear options.

BOOKS RECOMMENDED :

Introduction to wordstar Release 4.0 by B.P.B. Publ. Comp.
The WORDSTAR manual - Manual.

X-X-X-X-X-X -

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Syllabus - from June 1994.

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LOTUS 1-2-3

SYLLABUS (I Term)

1) Introduction :-

Getting started with lotus worksheet, entering simple text and formulas with simple worksheet commands.

2) File Commands :-

Save, Retrieve, combine, Directory, Erase, List, Xtract.

3) Worksheet commands :-

Insert, Delete, Globle, Range, Status, Title, Windo, Copy Move.

4) Work sheet function and utilities :-

Mathematical functions, Statistical functions.

5) Data Commands :-

Distribution, File, Matrix, sort, Tables.

6) Print Commands :-

File, Printer and detail options :-

Books Recommended ...

- 1) The manual - LOTUS 1-2-3 By Robert & Williams
- 2) Guide to using LOTUS 1-2-3 By Edward M Baras
- 3) ABC 's of LOTUS 1-2-3 By BPE Publications

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Application of Wordstar and Lotus

SYLLABUS (II Term)

1. Mailmerge in Wordstar :-

1.1 Creating a mail address file.

1.2 Calling the mail address file in document using dot commands .rv.df etc.

1.3 Printing the documents using mailmerge option.

2) Graphic using lotus 1-2-3 :-

Type, Name, View, Options, Print-utility.

3) Micro Programing in lotus :-

Specific Statements like (BLANK), (BRANCH), (CLOSE), (FILE SIZE), (FOR), (FOR BREAK), (GET), (GET LABEL), (GET NUMBER), (GETPOS), (GOTO), (IF), (LET), (OPEN), (READ) (READLN), (SETPOS), (WRITE), (WRITELN)

4) Office Correspondence :-

Circulars, Letters, Statements, Graphical presentation, Tables , etc.

5) Commercial applications :-

Sales Invoice, Purchase Invoice, Sales Register, Purchase Register, etc.

Books Recommended

As given in the 1st Year (II term) and IIInd Year (I Term)

MRW.

1. Computer Files :-
 - 1.1 Methods for organising and processing computer files.
 - 1.2 Sequential, random and indexed sequential processing.
 - 1.3 Hardware and Software.
 - 1.4 System software, application software, operating system software, utility software.
 - 1.5 Application packages.
 - 1.6 On line, off line, data processing system, real time system, multiprocessing, time sharing, distributed data processing, work processing, spooling, batch processing.

2. Programming Languages :-
 - 2.1 Machine language, low level language, high level languages.
 - 2.2 Compiler, interpreter, programme errors, syntax errors, execution errors, logical errors subroutine.

3.
 - 3.1 Organisational aspects of the computer service department.
 - 3.2 Hiring computer time V/s In house computer.

4. Software Package (FoxPRO) :-
 - 4.1 Creating and modifying a data file, CREATE and MODIFY.
 - 4.2 Adding new records APPEND.
 - 4.3 EDIT and BROWSE command.
 - 4.4 Deleting records DELETE, ZAP , PACK.
 - 4.5 Looping - DO WHILE - ENDDO, LOOP, EXIT.
 - 4.6 Transfer of control - IF - ENDIF, IF - ELSE -ENDIF.
 - 4.7 Some more commands - QUIT, CLEAR, REPLACE, @ SAY - GET, READ.
 - 4.8 Built in functions - All Data functions.

5. Simple programs using the above commands.

Books Recommended

- 1.
- 2.
- 3.

1. Management Information System (MIS) :-
 - 1.1 Meaning and objectives of MIS.
 - 1.2 Elements of MIS information.
 - 1.3 Levels of information.
 - 1.4 Characteristics of Information.
 - 1.5 System, types of systems-open systems, closed system, probabilistic systems.
 - 1.6 Decision making - programmed and non-programmed decisions.
 - 1.7 Importance and limitations of MIS.
2. FLOW CHARTS :-
 - 2.1 System flowcharts, program flow charts, run flow charts.
 - 2.2 Advantages and disadvantages of flow charts.
 - 2.3 Simple problems on drawing system flow charts and program flow chart.
3. Software Package (FoxPRO) :-
 - 3.1 Indexing and sorting a data file, INDEX, REINDEX and SORT.
 - 3.2 Searching records SEEK and FIND.
 - 3.3 Transfer of control- DO CASE - ENDCASE.
 - 3.4 Counting the records, COUNT.
 - 3.5 Some more commands - GO TOP/BOTTOM, WAIT, SKIP, SELECT, PROMPT.
 - 3.6 Built in functions - LEFT(), RIGHT(), LOWER(), UPPER(), REPLICATE(), VAL(), CHR(), STR(), SUBSTR(), TRIM().
 - 3.7 Report generation-
CREATE REPORT, REPORT FORM, MODIFY REPORT.
4. SIMPLE Programs.
Books Recommended
 - 1.
 - 2.
 - 3.