NORTH MAHARASHTRA UNIVERSITY, JALGAON.

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, complier, 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.

F.Y.B.A.

WORD PROCESSING (WORD STAR RELEASE 4)

SYLLABUS (II Term)

1. <u>Introduction to Word Processing</u> :-

    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. <u>Open file and close file</u> :-

    2.1 Creating Document and Non-document files.

    2.2 Using the Edit menu.

    2.3 Saving the files using control K. options.

3. <u>Printing the file</u> :-

    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. <u>Block Commands</u> :-

    4.1 Marking the begin of block, end marking, use of block
    copy, move, delete, read, write,etc.

5. <u>Onscreen commands</u> :-

    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.

<u>BOOKS RECOMMENDED</u> :

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

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

dbs./-

Syllabus – from June 1994.

S. Y. B. A.

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 BPB Publications

MRW

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 presgentation, Tables , etc.

5) **Commercial applications** :-

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

Books Recommended

   As given in the Ist Year (II term) and IInd Year (I Term)

MRW.

SYLLABUS FOR T.Y.B.A. (From June,1995)

FoxPRO and System analysis, MIS

SYLLABUS (I Term)

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 modifing 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.

GGK.

FoxPRO and System Analysis, MIS

SYLLABUS (II Term)

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 Pacakge (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.

GGK.