

NORTH MAHARASHTRA UNIVERSITY, JA. GAON

Proposed Syllabus for F.Y.B.Com.

from June, 2001

SUB: Introduction to Computer & Quantitative Method

SECTION - I - Introduction to Computer

1) INTRODUCTION TO COMPUTER

- i) Five main parts of Computer - Input unit, Output unit, A.L.U. unit, Control Unit, Memory Unit, C.P.U.
- ii) Characteristics of Modern Computer.
- iii) Input / Output - Floppy disk, Magnetic Disk, CD, Printers-Dot matrix, Inkjet, Laser Mouse- Keyboard. 3L

2) OPERATING SYSTEM

- i) Meaning of Operating System.
- ii) Types of Operating system - DOS, WINDOWS, UNIX, NOVEL, NETWARE, WINDOWS NT.
- iii) Advantages of window operating system.
- iv) Difference between Dos & Windows Operating System. 3L

3) INTRODUCTION TO WINDOWS (WINDOWS - 98)

- i) Start windows ; Close windows.
Elements of windows - Desktop, Icons, Taskbar, System tray, Start Button, Arrow pointer
- ii) Operations on windows - Move, Resize, Minimize, Maximise, Restore and Close.
- iii) To use controls- check box, command button, list box, radio button, slider, scroll bar Menus- To start menu, To choose menu options- Close menu.
- iv) Create a folder - Delete a folder- Open a folder. Assign a name to folder, Rename folder, Delete a file from folder.
- v) Use of Windows Explorer .
- vi) Use of Recycle Bin & My Computer Icon . 4L

4) INTRODUCTION TO WORD

To start Word- To quit Word- Use of Drawing, Standard, Formatting Tool bars- 2L

5) DOCUMENT PROCESSING

To create a New Document- To open a document- To enter a data in document- Save a document- Preview a document- To page setup- Margins- Paper size- To print a document- To set tabs- Line spacing- Align text- To set fonts- Page setup. 3L

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6) EDITING A DOCUMENT

To select text for editing- To insert a text, To delete a text, To move text (cut & paste) within a document and from one document to another document, To copy text(Copy & paste) within a document and from one document to another document **3L**

7) MAIL MERGE AND TABLES

- i) Mail -merge facility to create and print from letters mailing list
- ii) To create simple table, To add and delete rows, columns, To adjust column width, To align cell contents, To use draw table feature, To print a table. **3L**

8) OTHER FEATURES OF WORD - 97.

- i) Auto Correct, Auto Text, Auto Format
- ii) To make Newspaper Column. **2L**

9) INTRODUCTION TO NETWORKING

- i) Computer networking , Network Topology- Nodes, Servivor. Structures- Bus Structure,Star Structure, Token Ring Structure
- ii) Terms- LAN, CAN, MAN, WAN, Internet
- iii) Internet & its Uses. Terms- www, http, @, VSNL, HTML, L.A.P., I.S.P., I.T.P.,Web Page Web Site, Host Computer. E.Mail - Meaning, E-mail Address. **3L**

10) DATA REPRESENTATION

- i) Meaning of Data and Information - Difference between data and information.
- ii) Decimal Number System - binary number system- Decimal to binary conversion and viceversa. **3L**

11) ALGORITHM AND FLOWCHART

- i) Meaning of Algorithm
- ii) Flowchart - Meaning- Different symbols- uses and some simple examples **3L**

Reference Books

- i) Fundamentals of Computers - 11rd Edition - by V. Rajaraman
- ii) Electronic Commerce - 11ad Edition - by Loschin & Murphy
- iii) Windows 98- B P B.

3

PROPOSED PRACTICAL LIST FOR F.Y.B.COM. :-
(Belonging to Revised Syllabus From June-2001)

1) Windows :-

- i) Open icon-minimise, maximise & close window
- ii) Open start menu-choose -menu-unselect manu
- iii) Create a folder-open a folder- naming a folder-close folder
delete folder-copy a file from one folder to another folder.

2) Word-97

- i) Create a document, Editing a Document.
- ii) Creating simple letters, letter heads,time-table etc.
- iii) Creating data source and mailing list.
- iv) Creating tables-entering data in table.
- v) Creating News Columns.

Important note :- Above Stated is the Part of Section I of the Paper "Introduction to Computer & Quantitative methods", Section II is dedicated to quantitative methods the Syllabus for Section II is to be Prepared/revised and approved by B.O.S.in Accountancy)

NORTH MAHARASHTRA UNIVERSITY, JALGAON

F.Y.B.Com. Section 2

(Marks 40)

INTRODUCTION TO COMPUTER AND QUANTITATIVE METHODS

B) QUANTITATIVE METHODS

1. Commercial Arithmetic's:
Ratio, Proportion & Calculation of interest with product method
3 Lect.
2. Introduction to Mathematical Logic:
Proposition, Conjunction, Disjunction, Implication, Equivalence,
Equivalence of Logical Statements, Law of excluded middle, Truth
Table, Tautology & contribution, Simple problems only. 8 Lect.
3. Permutation & Combination:
Concept of Permutation & Combination, Simple practical problems
on use of formulae nPr & nCr . Proofs of above formulae are not
expected. 6 Lect.
4. Probability - Basic Terminology - Additional Rule and Multiplication
Rule - Conditional Probability (Simple Problems only) 6 Lect.
5. Introduction to Statistics:
Concepts of population, Sample data, Primary data, Secondary data,
Variable, Attribute, Frequency distribution. 8 Lect.
6. Business Diagram: Simple bar diagram, Multiple bar diagram,
Percentage bar diagram, Pie diagram. 7 Lect.
7. Concept of Averages & Dispersion:
Mean, Variance, Standard deviation, Co-efficient of variation,
Combined and combined S.D. (Only for 2 groups) 4 Lect.
8. Index Numbers: Meaning of Index Number, Type of Index Numbers,
Price Quantity, Value Index Numbers, Caspayres, Peaches & Fishers,
Index Numbers. 6 Lect.

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