

Common for B.Com(CA,Digital Marketing), B.Sc (CA), B.A(CA) Syllabus Rayalaseema University, Kurnool with effect from 2020-2021 &2022

I B.Com CA – Semester - I **Course 1C: Information Technology**

05 hrs per week(Both theory&Practical)

Course Objectives:

The objective of the course is to introduce the concepts of computer fundamental, Network & Internet basics and Computer applications for the efficient use of office technology in a business environment.

Syllabus:

Unit-I –

Introduction to computers: Definition and applications of Computers, History and Generations of Computer, Characteristics and limitations of Computer, Classification of computers, Block diagram of Computer, Input and output devices, Memory Devices- RAM, ROM-types, Cache memory, Storage devices-Magnetic tapes, Hard disks, Optical disks -types, Flash drives.

Unit-II –

Software- System software-Operating System, Compilers & Interpreters, Application software - Examples, Windows-Features, versions, desktop, start menu, control panel and recycle bin. Networking basics: Computer Network benefits, types of Networks, LAN topologies, Internet and WWW, Services of Internet, Browsers, URLs, E-Mail concepts – Advantages & Disadvantages of E-mail, Userids, Passwords, Email Addresses.

Unit-III –

MS-Word: Working with MS-Office 2007 & above, Features of MS-Word, Components of Word window, Creating, editing documents, Formatting font, paragraph, page, creating, saving, opening document, creating tables, Headers & Footers, Bullets & numbering, Creating Macros, Mail merge.

Unit-IV –

MS-Excel: Understanding Excel basics- Features, Excel window components, Definitions of Worksheet, cell, cell pointer, Editing the worksheet, Insert/Delete rows, columns, Cell referencing, Formatting Cells, copying cells, Formulas and functions, working with charts – Creating and editing charts – Chart types – Sorting and filtering.

Unit-V –

MS-Powerpoint: Understanding powerpoint basics, Features, different types of creating presentations, opening, closing presentations, inserting slides, inserting clip arts and pictures, inserting shapes, Slide views, Slide layouts, slide transition effects, Custom animation.

REFERENCE BOOK

1. Fundamentals Of Computers ” by REEMA THAREJA from OXFORD UNIVERSITY PRESS

2. Microsoft Office 2007 Fundamentals, 1st Edition By Laura Story, Dawna Walls UNIT II, UNIT III, UNIT IV)

3. PC SOFTWARE UNDER WINDOWS by Puneet Kumar And Sushil Bhardwaj From Kalyani Publishers Common for B.Com(CA,Digital Marketing), B.Sc (CA), B.A(CA) Syllabus Rayalaseema University, Kurnool with effect from 2020-2021

COMPUTER FUNDAMENTALS AND MS OFFICE LAB

- 1. Prepare your class time table using different Text formatting's in a table.**
- 2. Send a Call Letter for All Applicants to Inform Interview Details using Mail Merge**
- 3. Type your mathematical problems in MS word using Mathematical Equation editor**
- 4. Create Water Marking**
- 5. Create Backup file**
- 6. Create a short film with animation and sound effects**
- 7. Create a payslip with details of employee salary**
- 8. Calculate student grades using his internal and external marks details**
- 9. Draw different types of charts for weather analysis of 5 successive years**
- 10. Prepare an excel sheet for posting attendance of students in various subjects and create a formula for promoting students having 75% minimum attendance**
- 11. Prepare an excel sheet for conducting objective entrance test having multiple choice answers.**
- 12. Prepare an excel sheet for student details and create formulas for accessing student addresses, category etc.**
- 13. Creating student database and tables for inserting student admission data, marks data etc.**
- 14. Creating a form for inserting student data.**
- 15. Generating reports to display student data summary. Common for B.Com(CA,Digital Marketing), B.Sc (CA), B.A(CA) Syllabus Rayalaseema University, Kurnool with effect from 2020-2021**