



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Universities Act, 1994.)”

Directions, Subject Scheme and Syllabus

For

Bachelor of Commerce

Vocational Subject

Computer Application

Raichu

sn

A

myra

aj



RASHTRASANT TUKDOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

Direction No. 59 of 2016

**DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF
BACHELOR OF COMMERCE (CREDIT BASE SEMESTER PATTERN) FACULTY OF
COMMERCE SEMESTER**

(Issued under section 14(8) of the Maharashtra University Act 1994)

WHEREAS, Maharashtra University act No. xxxv of 1994 has come into force with effect from 22nd July 1994 and has been amended from time to time,

AND

WHEREAS, the University Grants Commission, New Delhi vide letter no. D.O. No. F-2/2008/(XI Plan), Dated 31st January 2008 regarding new initiatives under the XI Plan-Academic reforms in the University has suggested for improving quality of higher education and to initiate the Academic reform at the earliest.

AND

WHEREAS, faculty of commerce act its meeting held 14.3.2016 has decided to update the existing syllabus for award of the degree of Bachelor of Commerce commensurate with the curricula existing in the various universities in India and with a view to include the latest trends in the commerce stream as well as to design it to suit to the needs of the industries and corporate houses,

AND

WHEREAS, University Grants Commission, New Delhi has prescribed the Model Curriculum for award of the Bachelor degree in the Faculty of commerce and directed to implement the same from the academic session 2016-2017

AND

Raich

SR

Sh. Gupta

[Signature]

[Signature]

[Signature]

WHEREAS, Chairman of all the Board of Studies in the Faculty of Commerce in their meeting held on 5.4.2016 prepared the Scheme of Credit Based Semester pattern for conduct of the B.Com. Examination,

AND

WHEREAS, Board of Studies viz. (1) Business Administration and Business Management, (2) Commerce, (3) Accounts and Statistics, (4) Business Economics and (5) Ad-hoc Board in Computer Application in its meetings held on 8.2.2016 respectively updated the existing Syllabi and recommended some modifications in the scheme of examination for graduate courses,

AND

WHEREAS, Coordinator of Task Force, Faculty of Commerce has consented to the changes in the syllabus and the scheme of examination for the award of B.Com Degree,

AND

WHEREAS, the Vice-Chancellor, Nagpur University, Nagpur approved the recommendations so made by the Special Task Committee in the Faculty of Commerce duly concurred by the Coordinator, Faculty of Commerce as required under Section 38 (a) of the Act on

AND

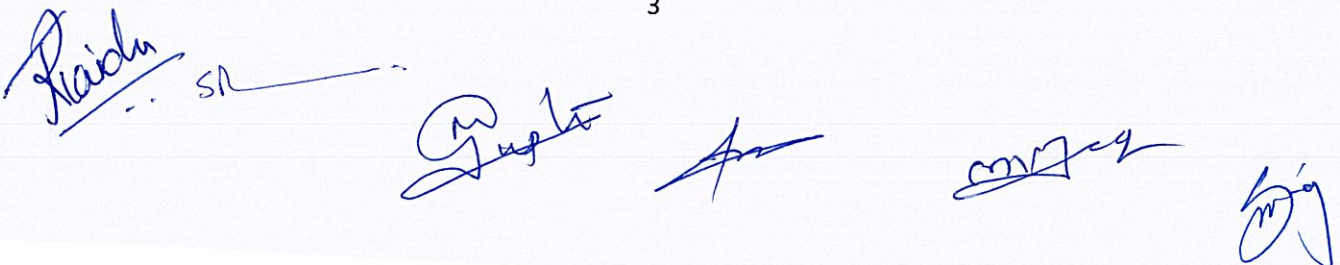
WHEREAS, As per the Advice of the Vice Chancellor, Coordinator, Faculty of Commerce & Coordinator, Special Task Committee in the meeting held on 14.3.2016 constituted sub-committee for syllabus restructuring of B.Com with CBCS pattern. The Sub-committee submitted the Draft Syllabus of B.Com with CBCS pattern in meeting held on 5.4.2016

AND

WHEREAS, ordinance making involve a time consuming process, Now, therefore, I, Dr. S. P. Kane, Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of the powers vested in me under Section 14(8) of the Maharashtra University Act of 1994 do hereby issue the following direction:

This direction shall be called **"DIRECTION GOVERNING THE EXAMINATION LEADING TO THE DEGREE OF BACHELOR OF COMMERCE (CREDIT BASED SEMESTER SYSTEM) FACULTY OF COMMERCE RASHTRASANT TUKDOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR"**.

- The Direction shall come into force with effect from the date of its issuance by Honorable Vice-Chancellor.

The bottom of the page features several handwritten signatures in blue ink. From left to right, there is a signature that appears to be 'Rashid', followed by a signature that looks like 'SR', then a signature that is partially legible as 'Gupta', and finally two more signatures that are less distinct. The signatures are written over the bottom of the page, below the list of directions.

B.Com. – First Year

Semester – I

Group – I : Computer Applications

1T8.1 : Fundamental of Information Technology (FIT)

Unit-I: Definition of Computer, Block diagram of computer, generations of computer, classification of computers, characteristics, advantages & limitations of computer. Computer organization: Central processing Unit - speed of processor, computer memory: primary & secondary, Storage devices: floppy disk, Hard disk, magnetic tapes, optical disk (CD/ DVD), pendrive. Input devices: keyboard, mouse, joystick, light pen, scanners, OCR, MICR, Touch Screen, Bar code reader. Output devices: monitor, printers, classification of printers, impact & non- impact printers, dot matrix, ink jet, laser, thermal printers, plotters.

Unit-II : Hardware & software, Software and programming languages. Computer networks – LAN, WAN, MAN

Internet, WWW, E-Mail, education, financial service, e-Commerce, banking, shopping, advertising, e-governance. Virus, Types of Viruses, Anti-Virus, Firewall and Anti-Spy ware Utilities

UNIT – III :

Introduction to Disk Operating System (DOS) :

-File types, Directory Structure, Booting - Warm and Cold Booting, Types of DOS commands (Internal and External)

-Directory commands: DIR, MD, RD, TREE, PATH, SUBST ETC., Wild card Definitions, Commands related to file management: COPY, DEL, ERASE, REN, ATTRIB, XCOPY, BACKUP and RESTORE , General commands: TYPE DATE, TIME, PROMPT etc., batch commands, wild card characters & its use.

UNIT – IV :

Introduction to Windows Operating System :

Advantages of windows operating system, operating with windows, GUI, use of help features, starting an application, essential accessories, windows explorer, control panel, my computer, my documents, recycle bin, finding folders and files, system tools, new features in

Raichu *SR* *Gup* *an* *an* *an*

windows-7/8/10 versions.

Practical : Practical will be based on Unit-III & IV i.e. MS-DOS and Windows

BOOKS RECOMMENDED:

1. I.T. Today (Encyclopedia) By S. Jaiswal (Test Book)
2. Computer Today By Donald Senders
3. Computer Applications In Management – Ushadahiya, Sapnanagpal (Taxmann's)
4. Information Technology - Dr. Sushilamadan (Taxmann's)
5. Understanding Computer By Dineshkumar
6. Computer Fundamentals By P. K. Sinha
7. Office Automation By K.K. Bajaj (Macmilan)
8. Business On The Net An Introduction To The Whats And Hows Of E-Commerce By K. N. Agarwala & Others (Macmilan)
9. Dos/Unix & Windows: I.T. Today (Encyclopedia) By S. Jaiswal
10. Msdos; Manual

P. Jaiswal

SR

G. Singh

[Signature]

[Signature]

[Signature]

B.Com. – First Year

Semester-II

Group – I : Computer Applications

2T8.1 : Software Packages (SP)

Unit –I : Introduction to Word Processing

Introduction, Starting word, Creating document, Structure of Ms-word window and its application, Mouse & keyboard operations, designing a document; formatting-selection, cut, copy, paste, Toolbars, operating on text;

Unit –II : Word Processing Tools

Printing, Saving, Opening, Closing of document; creating a template; Tables, borders, text box operations; Spelling and Grammar check, Mail Merge, Envelope and Label, Protection of document, Change the view of document.

Unit-III : Introduction to Excel

Introduction To Ms-Excel, Navigating, Excel Toolbars and Operations, Formatting Features- Copying Data Between Worksheets; Entering and Editing Cell Entries,

Unit-IV : Advance Features of Excel

Creation of Charts, Editing and Formatting Charts, Goal Seek, Auditing, Linking, Workbook, Database in Excel (Auto Filter, Advanced Filter, Sort, Form), Mathematical, Statistical and Financial Functions in MS-Excel.

Practical : Practical will be based on MS-Word and MS-Excel

Books Recommended:

1. Microsoft Office –2000 – Gini Courter , Annelte Marquis BPB
2. IT Today (Encyclopaedia) – S.Jaiswal
3. A First Course In Computers – Sanjay Saxena
4. First Text Book On Information Technology – Srikant Patnaik

