

B. Com. Second Year

Semester- III

Group – I : Computer Applications

3T8.1 : Application Software

Unit-I : Introduction to PowerPoint

Working with PowerPoint Window, Standard Toolbar, Formatting Toolbar, Drawing Toolbar, Moving the Frame, Inserting Clip Art, Picture, Slide; Text Styling, Send to Back, Entering Data to Graph,

Unit-II : Features of PowerPoint

Organization Chart, Table, Design Template, Master Slide, Animation Setting, Saving and Presentation, Auto Content Wizard, Package for CD (Pack & Go Feature).

Unit-III : Introduction to MS-Access

Introduction to database management system, DBMS vs RDBMS, Database Administrator (DBA) and its role. Introduction to Microsoft Access, creating a database in access, using database wizards and blank database, creating table, database view and design view,

Unit-IV : Introduction to MS-Access

Creating queries, forms, reports and macros in MS-Access, Relationship in MS-Access

Practical : Practical will be based on MS-PowerPoint and MS-Access

Books Recommended:

1. Microsoft Office –2000 – Gini Courter , Annelte Marquis BPB
2. IT Today (**Encyclopedia**) – S.Jaiswal
3. A First Course In Computers – Sanjay Saxena
4. First Text Book On Information Technology – Srikant Patnaik
5. Guide To Microsoft Access – Carl Townsend
6. An Introduction To Database Management System – Bipin C. Desai (Galgotia Pub.)
7. Database Management Design – CSV Murthy (Himalaya)

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B.Com. – Second Year

Semester-IV

Group – I : Computer Applications

4T8.1 : Computerized Accounting (C/A)

Unit-I :

Introduction to Accounting, Advantages of accounting, Books of accounts, Classification of Accounts, Financial Statements, Inventory management, Computerized Accounting, Need of Computerized Accounting, Accounts Organization, Accounts group, Loans Liabilities, Assets and Budget.

Unit-II :

Accounting Software's Introduction to Tally Software, Features of Tally Screen, Company information, Creating new Company, Gateway, Selection of Company, selection of Options, Buttons at Gateway, Working with multiple Companies, Company Features, Configuration-General, Numeric Symbols, Voucher Entry, Creation of Voucher Screen, invoice Order Entry, Printing.

Unit-III :

Accounts info menu, Account Groups- create new group, creation of primary group. Normal and advance information, Ledger Accounts, cost categories, Cost Centers. Creation of Budget, Types of budget. Voucher- Voucher Entry, creation of Vouchers Screen, types of Voucher, Selection of Voucher types, Post Dated Voucher, printing of Vouchers, Cheque Printing.

Unit-IV :

Inventory info, Features of Inventory info. Configure- Inventory Info, balance Sheet, Audit Trail, Ratio Analysis. Display-Accounting Report Display, Inventory report Display, and MIS Report Display. Printing Reports, Export, Export of Data.

Practical : Practical will be based on Tally S/W

Tally Software – All Accounting Problems Viz. Balance sheet, Profit & Loss, Cash Book,

The bottom of the page features several handwritten signatures and initials in blue ink. From left to right, there is a signature that appears to be 'Ravi', followed by the initials 'SA', a signature that looks like 'Gupta', a signature that looks like 'S.', a signature that looks like 'Mishra', and a signature that looks like 'Kumar'.

Loans, Cost Accounting, Vouchers, Budget, Sales and Purchase, Assets & Liabilities, Inventory Management, Financial Statements, Books of accounts, Ledger, etc.

Books Recommended:

1. Accounting with Tally : K.K. Nadhani, BPB Publication
2. Tally Tutorial : K.K. Nadhani and A.K. Nadhani, BPB Publication.
3. Advances Accounts Vol-I: M.C. Shukla, T.S.Grewal and S.G,Gupta, S.Chand & Company, Delhi.
4. Accounting Principles: Anthony R.N. and J.S. Richard, Irwin Inc.
5. Advanced Accountancy By P.C. Tulsian, Tata McGraw HILL Publication.
6. Tally By S.B. Kishor (Dasganu)
7. Fundamentals of Computers – ITL Education Solutions Ltd. (Pearson)

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B.Com. – Third Year
Semester-V
Group – I : Computer Applications
5T8.1 : Web Designing using HTML (WD)
Paper - I

Unit –I :

HTML : Introduction, Designing web site, Advantages and Disadvantages of HTML, Flow of WebInformation, Role of Web Browser and Web Server, Process of Web Publishing,

Creating a Simple Static Web Page : About HTML, Basic elements : <html>, <head>, <title>, <p>,
,

<h1> to <h6>, , , , <dl>, <pre>, <marquee>, <hr>, Physical and Logical tags

Path : Relativeand Absolute path, Comments, Special Characters, Text Formatting tags, <center>

Unit –II :

Hyperlinks <a href ...>, Creating links to web pages and URLs, Creating links within the same page, various types of URLs that can be used in links, Image tag and their related attributes, Inline images, Links to (external) images, Using Inline images, Using images as hyperlinks, Popular images formats for internet and HTML.

Tables : Basic table tags and their related attributes.

Unit –III :

Frames, Image Map and Web Font Creator : Frames and their creation, the <Frame> and <Frameset> tags, Frame linking, Floating or Inline Frames, Image Maps <map> and <area> tags, Client – Side and Server – Side image maps.

Unit –IV :

Form designs, Form Controls, Text controls, password fields, radio buttons, checkboxes, reset and submitbuttons, form control selection, option processing and textarea.

Practical : The Practical will be based on HTML



Books recommended :

1. Web publishing : monic d'souza and j d'souza
2. Complete html : bpb
3. E-commerce : bhushan dean – s. Chand
4. Html – 4 unleashed : sams
5. Dynamic html : o'relly (spd)

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B.Com. Third Year

Semester VI

Group – I: Computer Applications

6T8.1 : Introduction to Visual Basic (IVB)

Unit –I

Introduction to Visual Basic, Event driven programming, Programming constructs - Variables, Types of Variables, Data Types, Scope of Variables, Constants, system defined functions, Operators (Precedence and Associativity), Creating User Interface, VB Controls (Label, Text box, Command button, Frame, Check box, Option button,

Unit –II

List box, Combo box, Timer, Drive list box, Directory list box, File list box, Horizontal and vertical scroll bars, Image, Picture box, Shape, Line, Data, OLE container), Microsoft windows common controls (Tab Strip, Tool bar, Status Bar, Progress Bar, Tree View, List View, Image List, Slider, Date Picker, Month View)

Unit –III

Working with Procedure, Function and Modules (Form, Class, Standard Modules) Scope of Procedures, Calling Procedures, Calling Functions, Passing Arguments, Control Structures : If-Then, If-Then-Else, Select Case, Loops Structures : Do-While, While -Wend, For-Next, For-Each, With-End With.

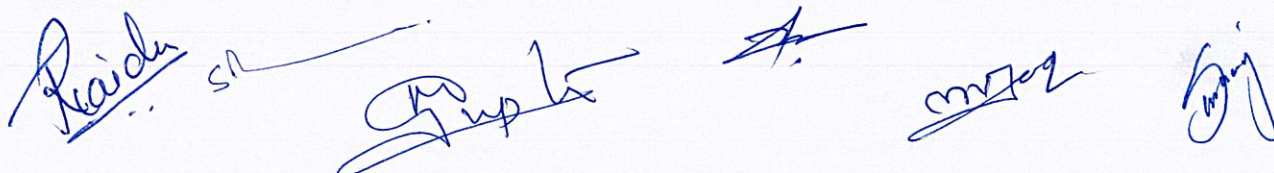
Unit – IV

Arrays : Declaring an Array, Types of Array (Fixed arrays, Single-dimensional arrays, Multidimensional arrays, Dynamic arrays), Control Array.

Menus : Creating Menus, Adding Menu Items, Adding Code for the Menus, Modifying menus at run time, Creating Pop-Up Menus.

Database connectivity through data access object. Types of recordset , setting properties and record editing & updating , searching records.

Practical : Practical will be based on Visual Basic



Books Recommended :

1. Paul sheriff teaches vb-6 by sheriff (phi)
2. Visual basic: peter writes
3. Learn vb 6 by halvarson (microsoft/phi)
4. Vb programming for a absolute beginner – michael vine (phi)
5. Visual basic: supper bible tech media
6. Visual basic: stephen solosky (phi)
7. Complete reference visual basic – tata mcgrow hill
8. Front end development using visual basic by Dr.S.b.kishor(dasganu)

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QUESTION PAPER PATTERN FOR VOCATIONAL COURSE
For All Semester Computer Application

TIME:- 3 Hours]

[Full Marks:- 80

- N.B. – 1) All questions are compulsory.
2) All questions carry equal marks.

Q-1)

- (a) UNIT – I
(b) UNIT – I

8 Marks
8 Marks

OR

- (c) UNIT – I
(d) UNIT – I

8 Marks
8 Marks

Q-2)

- (a) UNIT – II
(b) UNIT – II

8 Marks
8 Marks

OR

- (c) UNIT – II
(d) UNIT – II

8 Marks
8 Marks

Q-3)

- (a) UNIT – III
(b) UNIT – III

8 Marks
8 Marks

OR

- (c) UNIT – III
(d) UNIT – III

8 Marks
8 Marks

Q-4)

- (a) UNIT – IV
(b) UNIT – IV

8 Marks
8 Marks

OR

- (c) UNIT – IV
(d) UNIT – IV

8 Marks
8 Marks

Q-5) Answer in Brief

- (a) UNIT – I
(b) UNIT – II
(c) UNIT – III
(d) UNIT – IV

4 Marks
4 Marks
4 Marks
4 Marks

