1.Computers – An Introduction   (20%)

(a) Computer Hardware and I / O Devices:

What is Computer? - Basic structure of computer – Different types of personal Computer, Micro Computers. ↖ Computers, Mainframe Computers, Super Computer etc.

CPU, VDU Keyboard, Mouse, Scanners, MICR, OMR, OCR, Dot Matrix Printers, Inkjet Printers, Laser Printers, Line Printers etc.

Memory Organization: Memory system: Internal Processor Memory, Primary or Main Memory, RAM, ROM, PROM, EPROM, EEPROM.

External or Auxiliary Memory: storage capacity, Access Modes: - Sequential access and Direct access. Access and seek time.

Storage Devices and media: Floppy disk, Floppy disk drive, Winchester disk drive, Cartridge tape, CD-ROM drive, Compact Disk, Erasable optical disk.

(b) Software:

Introduction of system software & application software and it's uses in information technology.

2 Graphical User Interface   (10%)

(a) Graphical User Interface (GUI)

Introduction. Common Graphical User Interface Terms: Pointing devices, Bit-mapped displays, Windows, Menus, Dialog Boxes, Icons, Desktop Metaphors.

(b) Operating System Concepts:

Introduction. Types of Operating System : Multitasking operating system, Multi-user operating system.

GUI base operating system:

Advantages over other system. Starting with shortcuts: keyboards, Desktop, Work with Files and Folders – To create, move, delete, cut & copy, rename, printing etc. Use of Recycle Bin.

Disk tools: Properties, Scan Disk, Defragmentation etc.

3. Office Automation and Tools   (10%)

(i)   Today's office, need for office automation, office automation, Advantage of office automation, office automation functions.
        Tools of office automation:

(a) Work on documents by using GUI tools   (30%)

How to start Word, Screen of Word.

Additional Features: Using the Show command, Changing the case of text, Moving & Copying text with drag & drop, Justifying text, Creating Bulleted & Numbered lists, Arranging & Moving between documents.

Typing and Editing: Typing and revising text, Typing text, Text editing, Copying and Moving, Typing special characters (Symbols)

Finding and Replacing: Finding and Replacing text and formatting, Using Go To command.

Editing and Proofing Tools: Using the Spelling checker, Checking grammar, Looking up words the Thesaurus, Using Hyphenation.

Formatting Text: Formatting text characters.

ormatting Paragraph: Centering, Right alignment and Left alignment, Indenting text, Tab Stops, Line spacing, Paragraph spacing, Borders and Shading.

Document Templates: Template Wizards, Starting a new document from a template.

Page design and Layout:

Page Setup: Paper size and page orientation, Page margins, Headers and Footers, Page Numbering.

Tables: Table creation, Table modification, Table formatting, Sorting & Numbering cells, Special tasks with tables.

Mail Merge: Data Sources & Main document, Starting & Editing the main document, Merge printing Envelopes & Labels.

Macro: Need of Macros, Creation of Macro, Uses of Macro.

Q-BASIC PROGRAMMING   (30%)

1) Problem solving & Flow charts.
   Problem solving, Flow charting, Branching looping, The connector.
2) Getting started with QBASIC
   Constants & variables, numbers, string, operators & formula, hierarchy of operation. use of parentheses, INPUT statement, PRINT statement, END statement, STOP statement, REM statement, GOTO & GOSUB statement.
3) BRANCHING & LOOPING
   Relational operator, conditional branching IF..THEN.. ELSE st., Multiple branching ON GOTO & ON GOSUB st. , LOOPIN st. , FOR.. TO NEXT st., Nested loops.
4) SDDITIONAL FEATURES OF BASIC
   ABS, INT, FIX, MOD, SQR, MIDS, RIGHTS, LEFTS, TAB, SPC, LCASES, UCASES, CHRS, SWAP, LEN, DIM.
5) DATA FILES
   OPEN, CLOSE, INPUT #, WRITE #, EOF( ).

Reference books for First Year B.com:

Name of the book	Author	Publication
Window-95 No experience required	Crawford	BPB
Window-98 No experience required	Crawford	BPB
Learn Window in a day	Doolem	BPB
Teach yourself Window 95 in 24 hours	Perry	Teachmedia
ABC of Local Area Network	Dortch	BPB
Learning Guide to MS-OFFICE Professional for WIN 95	Marquis	BPB
Mastering MS-OFFICE professional 7.0 WIN 95	Moseley	BPB
ABCs of MS OFFICE 97/2000 professional	Hart	BPB
Learn MS OFFICE 97/2000	Stultz	BPB
MS OFFICE 97/2000 No experience required	Courter	BPB
Complete Guide to Window Word & Excel	Mansfield	BPB
MS OFFICE 97/2000 Interactive course	Perry	Teachmedia
Teach Yourself MS OFFICE 97 in 24 hours	Perry	Teachmedia
MS Office 97/2000 User certification study Guide	Annette Marquis & Gini Courter	BPB
Learn MS WORD 7.0 for WINDOWS 95 In a day	Stultz	BPB
The ABCs of Word 97/2000	Hart	BPB
WORD 97/2000 Training Guide	Reidelbach	BPB
Office 97/2000 Small Business Solution		Comodex
The complete Idiot's guide to MS WORD	Babola	Que
gat Computer and DOS Packegs	R P Soni & Other	Tata Mac.
1) Illustrated Qbasic for ms-dos 5.0	Hari venkateswara	JAICO pub. House
2) Programming in BASIC	E. balagrusamy	Tata mc. Graw hill
3) Programming with BASIC	Byron s. gottfrled	Schaum's out, mc.Graw hill