St. Aloysius' College (Autonomous), Jabalpur

Semester I

Part A – Introduction	
Session:	2023-24
Subject/ विषय:	Commerce / कॉमसस
Programme/ कायक्र म:	Certificate / सर्टिफि के ि
Class/ कक्षा:	B. Com 1st Semester/ बी. कॉम 1st सेमेस्टर
Course Code/ पाठ्यक्रम कोड:	**C1-COMC1T**
Course Type/ पाठ्यक्रम का प्रकार:	OPEN ELECTIVE
Course Title/पाठ्यक्रम का शीषक:	DATA PROCESSING SOFTWARE – I
Pre–requisite/ पूि्ापिे ि:	OPEN FOR ALL
Course Learning Outcome/ पाठ्यक्रम अध्ययन की पररलवधियाः	After completion of this course, it is expected that the student shall be able CO 1- To understand the basic concepts of computer system, memory and data CO2- To understand the concept of office automation CO 2-To understand the basic concepts of various application softwares. CO 3- To study various methods of formatting of documentation. CO4- To apply acquired knowledge in CO5- To develop and enhance the presentation skill using power point.
Credit Value/ क्रेवडि मानः	4 credits
Total Marks/ कुल अक:	Max. Marks: (internal) + (external)
Part B – Course Content	
Unit I	**Fundamentals of Computer-** Computer- Block diagram, Uses, types, Input Devices: Point and drawn devices, scanning devices, Output Devices: Monitors & its Types. Printers - Impact, Non-Impact, Plotters. Primary Memory:-RAM (Dynamic & Static), ROM (PROM, EPROM, EEPROM), Secondary Memory - Disk, Optical disk, Data representation: Number system: Binary, Decimal, Octal and hexadecimal, Conversions.
Unit II	<u>**BASICS OF MS WORD**</u> : Creating word documents ; the word window , applying fonts and font styles in word, Aligning and formatting; finding and replacing texts spelling and grammar using the thesaurus command, getting print using print preview, changing page orientation and paper size, aligning text vertically, setting margins , printing options .Cross reference, Bookmarks, Macro and Hyperlink, Index creation. creating headers and footers , creating and modifying page numbers ,working with columns working with newspaper columns , creating tables ,

	modifying table structure, formatting table ; use of mail merge in Microsoft word.
Unit III	**Spreadsheet Processor** Creating Excel Worksheets: Workbook and Worksheets, Entering Text and Numbers, Creating Formulae, Changing Worksheet Layout : Adjusting Column Width and Row Height, Inserting and Deleting Rows and Columns, Naming Worksheet , Selecting Worksheets, Inserting and Deleting Worksheets, Aligning Text , Border and Color. Printing in Excel **Advanced Techniques in Excel:** Functions , Entering Functions , Relative and Absolute Cell References. Create Named Ranges, Creating Charts ; Editing and Formatting Charts ; Adding a Data Series , Deleting a Data Series , Modifying and Formatting Charts. Creation of Pivot Table To analyze worksheet data.
Unit IV	**CREATING POWERPOINT PRESENTATION:** Introduction of MS PowerPoint, Creating a Basic Presentation using templates, themes Building Presentations, Modifying Visual Elements, Formatting and Checking Text, Adding Objects, Applying Transitions, Inserting Audio & video in slide, Animation Effects and Linking, Preparing handouts, custom slide show.

Part C – Suggested Readings

S. No.	Author	Name of the Book	Publication
1.	Will Train, Gini Courter,Annette Marquis	Microsoft Office 97	B.P.B. Publications
2.	Gini Courter,Annette Marquis.	Microsoft Office 2000	B.P.B. Publications
3.	Saxena Sanjay,S Schnd	Microsoft Office 2000 for everyone	Vikas Publishing
4.	Kari Holloway	Writer's Guide to Microsoft Word	Hearts & Blades Publishing
5.	Michael Alexender, Richard Kusleika	Access 2016 Bible	Wiley
6.	Greg Harvey	Excel 2019	For Dummies
7	Chris Smith	Microsoft PowerPoint made easy	Flame Tree Publishing

Part D: Assessment & Evaluation

Suggested Continuous Evaluation Method

Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE): 40 **Marks**

External Exam: 60 **Marks**

St. Aloysius' College (Autonomous), Jabalpur

Semester II

Part A – Introduction	
Session:	2023-24
Subject/ विषय:	Commerce / कॉमर्स
Programme/ कार्यक्रम:	Certificate / सर्टिफिकेट के
Class/ कक्षा:	B. Com II Semester/ बी. कॉम II सेमेस्टर
Course Code/ पाठ्यक्रम कोड:	**C1-COMC1T**
Course Type/ पाठ्यक्रम का प्रकार:	OPEN ELECTIVE
Course Title/ पाठ्यक्रम का शीर्षक:	Basics of Programming Methodology and Database
Pre–requisite/ पूर्वापेक्षा:	OPEN FOR ALL
Course Learning Outcome/ पाठ्यक्रम अध्ययन की परिलब्धियाः	After completion of this course, it is expected that the student shall be able CO1- To understand the basic concepts of computer programming CO2: to understand the concept of functions and arrays CO3- To understand the concept of database CO4-To understand the basic concepts of MS-Access CO5:To develop the concept of form designing and report designing using MS-Access
Credit Value/ क्रेडिट मानः	4 credits
Total Marks/ कुल अंकः	Max. Marks: (internal) + (external)

Part B – Course Content	
Unit I	MS Access: Concepts & terms : database tables, relational database, records, fields , controls & objects , queries forms, reports , properties , wizards , macros , Creating database & tables with & without wizard, data types & properties, adding & deleting fields, primary key field & indexing fields.
Unit II	MS Access Form: Form wizard , Saving & Modifying forms Entering & Editing data , Finding , sorting & displaying data creating queries , using select queries and wild cards.MS Reports: Creating reports, Previewing reports, Printing reports, modifying & Saving reports. Expressions, Create Pivot Table or Pivot Chart views in an Access desktop database.
Unit III	Introduction to Programming and Characteristics. Stages in Program Development. Algorithms, Flowcharts, Types of Programming, Introduction to C Programming - Basic Program Structure, Data Types, Variables, Constants, Operators, Keywords. Data types in C(int, float and char).

Unit IV	Control statements in C , Arrays - Declaration and Execution, Syntax, one dimensional array, Functions Pre-defined and User Defined Functions,Structure.

	Part C – Suggested Readings		
S. No.	Author	Name of the Book	Publication
1.	Gini Courter,Annette Marquis.	Microsoft Office 2000	B.P.B. Publications
2.	Saxena Sanjay,S Schnd	Microsoft Office 2000 for everyone	Vikas Publishing
3.	Michael Alexender, Richard Kusleika	Access 2016 Bible	Wiley
4.	Greg Harvey	Excel 2019	For Dummies
5	S.S. Bhatia	Programming in C	PHI Publication
	Part D: Assessment & Evaluation		
	Suggested Continuous Evaluation Method Maximum Marks: 100 Continuous Comprehensive Evaluation (CCE): 40 **Marks** External Exam: 60 **Marks**		

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