

B.Com. Part - I

Semester II

COMPUTER FUNDAMENTAL AND OPERATING SYSTEM -II

Time : 3 Hours

Theory : Marks 60

Practical : Marks 40

Objective: The objectives of this course are to impart basic knowledge about Computer, MS-Word Processing 2007 and MS-PowerPoint 2007.

Unit-I :Operating System:

Operating System Basics: Introduction, Main Functions, Structure, Types of Operating System. Concepts of Popular Operating Systems: MS DOS, MS W INDO W S, MS W indow NT, UNIX, LINUX, MACINTOSH.

W indow 7: Introduction, Features, Types and Elements of W indows.

W indow Screen : Desktop, Computer, Documents, Recycle Bin, Internet Explorer, Task Bar, Properties, Management of the Files & Folders.

Unit II :Operating System [Advance]:

Program and Features: Installing and uninstalling various programs, Accessories.

Functions of operating system- Memory management, CPU Management, File Management, I/O Device Management, Data Management, Security.

Unit-III :Modern communications (Concepts only):

Communications: FAX, Voice mail, and information services;e- Mail, Group Communication: Tele conferencing, Video conferencing, File exchange;Bandwidth;Modem;Network Topologies: Network types LAN, MAN, W AN and their Architecture, Dial up access.

Unit-IV :Word Processing working with Table and Graphics: [MS-W ORD 2007]

W orking with Tables;Create, Add Rows & Columns, Convert Table to Text, Using Graphics & Objects; Insert Clip Arts, Links, Shapes, Text Box, W ordArt, Drop Cap, Procedure and Application of Mail Merge

Unit-V :PowerPoint Presentation:

Working with MS-PowerPoint 2007 : Concept of Presentation, MS-PowerPoint Screen, Creating, Opening and Saving Presentations, Inserting Text, Clips & W ordArt to Slides, W orking with Different Slide Views, Background features, Gallery, Color Layout, Slide Effects, Slide Show and Printing.

BOOKS RECOMMENDED :

1. Fundamentals of Computers . Rajarman PHI
2. Computer Fundamentals-B.Ram (W E)
3. Introduction to IBMPC & Applications-Taxali.
4. MS-OFFICE (PHI)
5. MS-OFFICE (BPB)
6. MS-OFFICE (TMH)
7. Yeats : Systems Analysis & Design ;Macmillan India, New Delhi.
8. Basics of Computer and Business Mathematics, By Dr. Rajiv Ashtikar, Dr. Santosh Sadar and Prof. Vilas Chopade : Payal Prakashan, Nagpur.
9. Computer Fundamentals & Operating System : Supriya Bhagade-Pimpalapur & Co. Pub.,Nagpur.
10. **fWZÓW,WÛ. xWFoW-W-IW< ôWV,W ÍWoW"W ñW,WWoWN** óProf. S.M.Kolte, Pimpalapur & Co. Publishers, Nagpur.

Practicals based on Microsoft Word 2007 & Microsoft Power Point 2007

Note : B.Com. Sem. I & II Practical Batch will be of 20 students.

SCHEME

Year	Paper	Total Marks		Min. Passing Marks	
		T	P	T	P
B.COM.Sem.I	Computer Fundamentals & Operating System-I	60	*40	24	16

***Division of Marks for Practical**

Record preparation	10 Marks
Practical	15 Marks
Discription	10 Marks
Viva	05 Marks

TOTAL 40 Marks

(Use Answer Book for practical provided by the University)