

P R GOVT COLLEGE (AUTONOMOUS), KAKINADA
SYLLABUS PAPER

I B.Com. – RCCS / Semester- I (W.E.F. 2017-2018)

Course: Fundamentals of Information Technology-I

Course Code: CP1307

Total Hrs. of Teaching-Learning: 52 @ 4 h / Week

Total Credits: 03

Objective: To discuss the concepts of information technology fundamentals. To identify the role and computers in managerial job. TO understand the concepts in hardware and software and also to learn the uses of internet and website for business.

Out comes: After the successful completion of course the students should have thorough knowledge about concept and principles of information technology.

Module-I (12h)

- a. **Introduction to Computers:** Definition, characteristics and limitation of computers.
- b. **Elements of Computers:** CPU, input & output unites, hardware, Primary and secondary Memory, Input and Output devices.
- c. **IT Services:** IT enables services, BPO, KPO, and Call Centers.

Module-II (10h)

- a. **Modern Communications:** Communications - FAX, Voice Mail and Information Services.
- b. **E Mail communication:** Creation of email id, Group communication, Tele communication, Video conferencing, File Exchange, Bandwidth, Modem.
- c. **Network:** Network Topologies, – Network types LAN,WAN,MAN and their architecture, Dial Up access.

Module-III (12h)

- a. **Operating System:** Meaning, Definition, Functions and Types of Operating Systems , Booting Process.
- b. **Disk Operating System:** Internal and External Commands – Wild Card Characters – Computer Virus, Types of Virus, Cryptology.
- c. **Windows Operating System:** Desktop, Start menu, Control Panel, Window accessories.

Module-IV (18h)

- a. **MS OFFICE – MS Word:** Word Processing: Meaning and features of Word Processing, Advantages and applications of word processing.
- b. **Parts of Ms Word application window:** Toolbars , Creating, Saving and Closing a document , Opening and Editing a document , Moving and Copying text , Text and Paragraph formatting, applying Bullets and Numbering , Find and Replace ,Insertion of Objects, Date and Time.
- c. **Headers, Footers:** Headers, Footers and Page Breaks, Auto Correct, Spelling and Grammar checking, Graphics, Templates and wizards.
- d. **Mail Merge:** Meaning, purpose and advantages, creating merged letters, mailing labels, envelops and catalogs – Working with Tables – Format Painter.

Reference Books:

1. Information Technology : Dennis P. Curtin, Mc Graw Hill International.
2. Fundamentals of Computers : P. Mohan, Himalaya Publishing House.
3. Fundamentals of Computers : Atul Kahate, Tata McGraw Hill.
4. Fundamentals of Computers : V. Srinivas, Kalyani Publications.
5. MS Office : Sanjay Saxsena.
6. MS Office : BPB Publications.
7. E Commerce : CSV Murthy, Himalaya Publishing House

P. R.GOV.T. COLLEGE (AUTONOMOUS), KAKINADA
MODEL BLUE PRINT (W.E.F 2017-18)
I B.COM (RCCS)-SEMESTER-I
Course Code: CP 1307

COURSE: FUNDAMENTALS OF INFORMATION TECHNOLOGY
PAPER- I

Time: 2.30 Hrs
Marks: 60

Model blue print for the model paper and choice

S.NO	Type of Question	To be given in the Question Paper			To be answered		
		No. of Questions	Marks allotted to each question	Total Marks	No. of Questions	Marks allotted to each question	Total Marks
1	Section-I Very Short Questions	5	1	5	5	1	5
2	Section-II Short Questions	6	5	30	3	5	15
3	Section-III Essay Questions	8	10	80	4	10	40
TOTAL MARKS				115	TOTAL MARKS		60

$$\text{Percentage of choice given} = \frac{115-60}{115} \times 100 = \frac{55}{115} \times 100 = 47.82 \%$$

P.R. GOVT. COLLEGE (AUTONOMOUS), KAKINADA
MODEL PPAER (W.E.F. 2017-18)
I B.COM (RCCS)
COURSE: FUNDAMENTALS OF INFORMATION TECHNOLOGY
SEMESTER-I
Course Code: CP 1307

Paper: I
Time: 2.30 Hr

Max. Marks: 60 M

SECTION – I

Answer All the questions

5 x 1 = 5 M

1. Control Unit.
2. Define LAN.
3. Voice Mail.
4. Wild Card Characters.
5. Grammar Checking.

SECTION – II

Answer any Three of the following. All questions carry equal marks

3 x 5 = 15 M

6. Explain the various types of Computers.
7. Explain the various functions of Operating System.
8. Explain the features of Word Processing.
9. Write about Headers and Footers in MS- Word.
10. Explain the BPO and KP.
11. Explain and what is need of computers in daily life.

SECTION –III

Answer Any Four of the following. All Questions carry equal marks.

4 x 10 = 40 M

12. (a) Define Computer? State the Generations of Computer.
(OR)
(b) Explain the generations of Computer?
13. (a) Explain different types of Networks?
(OR)
(b) What is an Operating System? Explain the types of an Operating System
14. (a) Explain any 5 DOS Internal Commands?
(OR)
(b) Write the features of Windows?
15. (a) What is Mail Merge and how to create a Mail Merge in Ms Word?
(OR)
(b) Explain the Secondary Storage devices.

P R GOVT COLLEGE (AUTONOMOUS), KAKINADA
SYLLABUS PAPER (W.E.F.2017-18)
I B.Com. – RCCS / Semester- II
Course: Fundamentals of Information Technology
Course Code: CP 2307

Total Hrs. of Teaching-Learning: 52 @ 4 h / Week

Total Credits: 03

Objective: Features, advantages, functions, charts of Excel. Features, advantages, applications, tables, forms, reports, Queries of Access. Features, advantages and application of Ms Power point. Types of slides, views. Multi media, internet, E-Commerce.

Module-I(16hr)

MS-OFFICE-Ms Excel: Features of MS Excel – Spread sheet / worksheet, workbook, cell, cell pointer, cell address etc., - Parts of MS Excel window – Saving, Opening and Closing workbook – Insertion and deletion of worksheet – Entering and Editing data in worksheet – cell range – Formatting – Auto Fill

- a. **Formulas:** Formulas and its advantages –References: Relative, absolute and mixed.
- b. **Functions:** Meaning and Advantages of functions, different types of functions available in Excel.
- c. **Charts, Macro:** Templates –Charts – Graphs – Macros: Meaning and Advantages of macros, creation, editing and deletion of macros – Data Sorting, Filtering, validation, Consolidation, Grouping, Pivot Table and Pivot Chart Reports.

Module-II(10hr)

MS-OFFICE-Ms Access: Data, Information, Database, File, Record, Fields- Features, advantages and limitations of MS Access, Application of MS Access.

- a. **Parts of MS Access:** parts of MS Access window – Tables, Forms, Queries and Reports – Data validity checks – (Theory with simple problems)

Module-III(16hr)

MS-OFFICE-Ms Power Point: Features, advantages and application of Ms Power point.

- a. **Parts of Ms-Power point Window:** Parts of MS Power point window – Menus and Tool bars – Creating presentations through Auto content wizard, Templates and manually
- b. **Slide show:** slide show – saving, opening and closing a Presentation – Inserting, editing and deleting slides –Types of slides.
- c. **Slide Views:** Slide Views- Formatting –Insertion of Objects and Charts in slides- Custom Animation and Transition.
- d. **Multimedia:** Meaning, purpose, Usage and application – Images, Graphics, sounds and music – Video presentation devices – Multimedia on web.

Module-IV(10hr)

a. **Internet:** Services available on internet, WWW, ISP.

b. **E-Commerce:** Meaning ,advantages and limitations, applications of E commerce - trading stocks online, ordering products / journals / books etc., online, travel and tourism services, employment placement and job market, internet banking, auctions, online publishing, advertising-Online payment system..(Including practical's)

References:

1. Information Technology : Dennis P. Curtin, McGraw Hill International
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SEMESTER-II

COURSE: FUNDAMENTALS OF INFORMATION TECHNOLOGY
PAPER- I

Time: 2.30 Hrs
Marks: 60

Model blue print for the model paper and choice

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MODEL PAPER (W.E.F.2017-18)
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COURSE: FUNDAMENTALS OF INFORMATION TECHNOLOGY
SEMESTER-II
Course Code: CP 2307

Paper: I

Time:2.30 Hr

Max. Marks: 60 M

SECTION – I

Answer All the questions

5 x 1 = 5 M

1. Cell Address
2. Record
3. Form
4. ATM
5. Animation

SECTION – II

Answer any Three of the following. All questions carry equal marks

3 x 5 = 15 M

6. Define Chart? Explain the various charts in MS-Excel?
7. Briefly explain the different menus available in MS- Excel?
8. Explain the Query and Reports in MS- Access?
9. Write the services available on Internet?
10. Explain the different views in Power point?
11. Write the data types in MS- Access ?

SECTION – III

Answer Any Four of the following. All Questions carry equal marks.

4 x 10 = 40 M

12. (a) Explain Spread Sheet. What the features of MS-Excel?
(OR)
(b) What is function? Explain the various functions in MS-Excel?
13. (a)What is Data base? Write the advantages of Data base?
(OR)
(b) Explain the features of MS- Access?
14. (a) Write the meaning and purpose of Multimedia?
(OR)
(b) Write the advantages and limitations of E-commerce?
15. (a) What is Presentation and write the types of slides in Power point?
(OR)
(b) Explain the features of MS- Power Point?