

I B.Com(CS)– Computer Science / Semester- I (W.E.F. 2017-2018)

Course: Introduction To Computers & MS Office

Course code: CP1305

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

Total Credits: 03

Objective: This course is designed to basic computer knowledge with MS-OFFICE package. In this course MS-WORD and its features and creating professional-looking documents for presentations and reports and MS-ACCESS and its features and discovering how to use database knowledge to track and analyze information. MS-POWERPOINT and its features and discover new ways to create professional-looking presentations quickly.

Outcome: After this course student will able to:

1. Understand the basic concepts of computers.
2. Able to work on MS-WORD application to create documents.
3. Able to work on MS-ACCESS application to create database.
4. Able to work on MS-POWERPOINT application to create presentations.

SEMESTER - I

MODULE I:

10 hrs

- a) **Basics of computers:** History of computers, types of computers, Classifications, Logical Organization of Digital computer.
- b) **Internal Parts of C.P.U:** Control Unit, A.L.U, Memory Unit, Input Device, Output Device, Memory: Primary Memory-RAM,ROM, Cache Memory, Secondary Memory-Hard Disk, Floppy Diskette, Magnetic Tape Drive

MODULE -II:

14hrs

- a) **MS Word** Starting word, Creating new documents when word is running, Opening pre- existing documents when word is running, selecting text, deleting text, undo redo, inserting text, replacing text, copying and moving text,
- b) **Headers & Footers:** what are headers and footers, creating basic headers and footers, creating different headers and footers for odd and even pages, creating different headers and footers for the first page
- c) **Tables:** creating a simple table using table button, creating a table using a table menu, entering and editing text in a table, selecting table, selecting rows, selecting columns, adding rows, changing row heights, deleting rows, inserting columns, deleting columns, merge cells, sorting with the sort command, Tables
- d) **Macros,** recording macros, running macro, organizing your macros, renaming the macro, and deleting macro.
- e) **Mail Merge:** about data source and main documents, creating data source, removing or modifying a field name, saving your data source, editing the data source, editing the main document, inserting data instructions, sorting merged documents, filtering merged documents, printing merged documents

MODULE -III:

12hrs

- a) **MS-Excel** Worksheets: creating a new worksheet, Function wizard, examples of functions by category, date and time functions, financial functions etc,
- b) **Charts:** chart parts and terminology, instant charts with the chart wizard, creating charts on separates worksheet, editing charts, rotating 3- D charts, deleting charts-
- c) **Data Base:** database concepts and terms, creating an excel database, working with data forms, filtering a better way to find, sorting excel data base.

MODULE -IV:**10hrs**

- a) **MS-PowerPoint** advantages and application of Ms Power point ,Parts of MS Power point window
- b) Menus and Tool bars – Creating presentations through Auto content wizard, Templates and manually – slide show – saving, opening and closing a Presentation – Inserting, editing and deleting slides –Types of slides - Slide Views- Formatting – Insertion of Objects and Charts in slides- Custom Animation and Transition.

Prescribed Books:

1. L.P Computer Series MS Office-2003, published by law point.
2. Fundamentals of Computers by -V. Raja Raman, Hall of India.

P. R.GOV'T. COLLEGE (AUTONOMOUS), KAKINADA
MODEL BLUE PRINT FOR THE YEAR 2017-2018
I B.Com (CS) 2017-2020 BATCH
Course code: CP1305

Course: Introduction To Computers & MS Office

Time : 2.30 Hrs.

SEMESTER-I

Max. 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-A Very Short Questions	5	1	5	5	1	5
2	Section-B Short Questions	6	5	30	3	5	15
3	Section-C 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.GOV.T.COLLEGE (AUTONOMOUS), KAKINADA
MODEL PAPERS FOR THE YEAR 2017-2018

I B.Com (CS) 2017-2020 BATCH

Course: Introduction To Computers & MS Office

Course code:CP1305

Time : 2.30 Hrs.

SEMESTER-I

Max. Marks: 60

(Model Question Paper)

Section-I

Answer ALL Questions

(Very Short answer questions)

(5x1=5) M

1. Cache Memory.
2. RAM and ROM
3. Template
4. Worksheet
5. Slide.

SECTION-II

Answer any 5 Questions

(Short answer questions)

(3x5=15) M

6. Write about different types of computers.
7. Explain about Internal Parts of CPU in detail.
8. Explain about Header and Footer in MS-Word.
9. Explain different views in MS-Word.
10. Briefly explain different Menus available in MS-Excel.
11. Explain about adding and deleting Slides in MS-PowerPoint.

SECTION-III

Answer all Questions

(4x10=40) M

12. a. Define a Computer. Draw the block diagram of computer.
OR
b. Explain the characteristics of computer.
13. a. What is Mail Merge? Explain the Creation of Mail Merge in MS-Word.
OR
b. What is meant by a Macro? Explain about it in Detail.
14. a. Explain the features of MS-Excel.
OR
b. What is a Function? Explain various functions in MS-Excel.
15. a. Write the procedure to create a presentation using PowerPoint.
OR
b. Explain about different types of Slides available in MS-PowerPoint.

I B.Com(CS)-Computer Science / Semester- II (W.E.F. 2017-2018)

Course: BASICS OF C-LANGUAGE

Course code:CP2305

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

Total Credits: 03

Objectives – This course is designed to understand C programming language. To gain knowledge on using programming structure and its elements.

Outcomes: After this course student will able to

- 1) Know how to implement Logics in C program
- 2) using if-else construct, Loops and Data Structures
- 3) Functions in C, Recursion, Arrays,
- 4) Strings in C.

SEMESTER - II

MODULE -I:

- a) **Introduction to C:** Why Programming Languages? – Assembly Languages- High Level Languages- Machine Level Languages- Flow Chart- Algorithm- Program development Steps- Introduction to C.Historical development of C, sample C program, Constants, variables, and Data Types.
- b) **Operators and expressions:**– arithmetic, unary, relational, logical, assignment, the conditional operator etc., Arithmetic expressions. Managing input and output Operations: Reading, writing, formatted I/O.

MODULE -II:

- a) **Decision making and Branching:** Introduction, If, If – Else, Nested-If, Else if Ladder, Switch statement.
- b) **Looping:** While, Do-While, for, Break, continue- Strings-
- c) **Arrays:** Introduction to Arrays, 1d and 2d Arrays.

MODULE -III:

- a) **Functions:** Introduction to Functions- Function declaration- Accessing a Function- Categories of Function- Passing arguments to function.
- b) **Passing Values techniques** :Call by values-call by reference-recursion with program.

MODULE -IV:

- a) **Structures, Unions:** Introduction- Structure Definition- Initialization- Arrays within Structures- Unions-
- b) **Pointers:** Introduction, Pointer Declaration- Passing pointer to functions-Pointers to Pointers.

Reference books:

1. Programming in ANSI C by –E Balaguruswami-2nd Edition.

P. R.GOV'T. COLLEGE (AUTONOMOUS), KAKINADA
MODEL BLUE PRINT FOR THE YEAR 2017-2018
I B.Com (CS) 2017-2020 BATCH
Computer Science Course: Basics of C-Language
Course code:CP2305

Time : 2.30 Hrs.

SEMESTER-II

Max. 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		
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P.R.GOV.T.COLLEGE (AUTONOMOUS), KAKINADA
MODEL PAPERS FOR THE YEAR 2017-2018
I B.Com (CS) 2017-2020 BATCH
Computer Science Course: Basics of C-Language
Course code:CP2305

Time : 2.30 Hrs. **SEMESTER-II** **Max. Marks: 60**

(Model Question Paper)

Section-I

Answer ALL Questions **(Very Short answer questions)** **(5x1=5) M**

1. Array.
2. Union
3. Pointer.
4. Type operator.
5. If else.

SECTION-II

Answer any 5 Questions **(Short answer questions)** **(3x5=15) M**

1. Explain about various Data types in C.
2. Explain structure with in structure.
3. Write about call by reference with examples.
4. Write about conditional operator?
5. What is meant by recursion? Distinguish between simpler function and recursive function?
6. Write about relational operator in C- language?

SECTION-III

Answer all Questions **(4x10=40) M**

1. a. Explain the structure of 'C' program?
OR
b. Explain about various operators in C with examples?
2. a. Explain about different Data types available in C- language?
OR
b. Distinguish between while and do-while with examples?
3. a. Discuss about different If –statements in 'C' language?
OR
b. Explain about for statement in C-language?
4. a. Write about string built in functions with examples?
OR
b. Explain about function with arguments and without arguments?