

**FIRST YEAR B. B. A.  
Paper-8 Computer Application in Management  
(Basic Microprocessor Application)**

	Weightage	Hours
Unit - 1. Dos & Windows.	20%	10
Unit - 2. Word Processor.	20%	15
Unit - 3. Spreadsheet.	20%	20
Unit - 4. Fundamentals of PC Based DBMS.	20%	10
Unit - 5. Fundamentals of PC Based DBMS (Programs).	20%	15

Teaching Scheme

University Examination Scheme

<u>Hours/Week</u>	<u>Hours/Week</u>	<u>Theory</u>	<u>Practicals</u>	<u>Total</u>
Theory	Practical	Paper	Hours	Paper
2	2	35 Marks	3	35 marks
			2	70 marks

1. Dos commands for files management and processing file File name & deff extention Internal commands and external commands Autoexec.BAT & config.SYS Batch file IF , GOTO , ECHO, REM, PAUSE, LaBEL etc..
2. Windows operating system
  - Use of start
  - Use of popup WINDOWS & menu BAR  
Options :- file , options, windows , help
  - Popup-WINDOWS and setting FOR printing IN paintbrush , wordpad
  - Popup-WINDOWS and setting FOR control panel
  - Ppopup-WINDOWS and VIEW of file manager / explorer
  - Other Preliminary Characteristics of windows
3. Word processing  
Ms word  
Word essentials  
The word workplace  
Typing and editing , typing and revising Finding and replacing AUTOCORRECT and AUTOTEXT: reusing text and graphics Editing and proofing tools Formatting text , formatting text characters Formatting paragraphs , formatting and sorting lists Automatic formatting and styles. Document templates Page design and layout Page setup: margins, page numbers, and other items Newspaper-style columns Working with tables Working with long documents Outlining and organizing A document File management Opening, saving, and protecting documents Locating and managing documents Printing Assembling documents with mail merge Mail merge: step BY step Mail merge: advanced techniques Automating your work
4. **Spread sheet ( work sheet ) ms excel**

Essential skills	Starting microsoft excel
Managing workbook files	Working IN workbooks
Selecting cells and choosing commands	Entering data
Using formulas TO calculate values	Editing A worksheet
Formatting A worksheet	Printing
Consolidating data	Creating charts (GRAPHS )
Creating A chart	Working with chart types and autoformats
Changing data IN A chart	Formatting A chart
Organizing and analyzing data IN A list	Using A list TO organize data
Sorting and filtering data IN A list	Summarizing data IN A list
Presenting, reviewing, and sharing workbooks	
Creating graphic objects ON worksheets and charts	
Auditing and adding comments TO documents	
Protecting A workbook	Exchanging data with other applications
Sharing data and graphics with other applications	
Importing and exporting documents	Switching FROM other applications

Switching FROM lotus 1-2-3

Switching FROM borland quattro pro FOR ms-dos

Switching FROM multiplan

Switching FROM microsoft works

5. bms ( foxpro OR ms-access)

Getting acquainted with FOXPRO / ms-access

- Menu structure
- Working with windows
- Working with command windows
- Getting help
- Dialog boxes
- How TO USE editor
- Quit

Database structure

- Creating A database/ table
- Copying and modifying structure of database
- Opening and closing database
- Appending data
- Browse THE data
- adding , editing, & VIEW data
- Changing data
- Deleting data

Understating indexes Understating expression Using query & logical expression

Logical function

- Relational logical operators
- For and while clause
- Making queries for records Generating reports and mailing labels Programming ( priliminary )

**Books :**

1. Pc for windows made simple by r. K. Taxali
2. Working in microsoft office by ron Mansfield
- Foxpro for windows made simple by r. K. Taxali