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Third Year B. B. A.
Elective Paper - 7 -II PERSONAL COMPUTER AND SOFTWARE PACKAGES
(Effective from June 1999)

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Objectives :
1. To introduce personal computer and personal computing.
2. To give training in handling popular operating systems, relational DBMS packages, word processing Spreadsheet.

Course Content :
1. Personal computer and personal computing. General characteristics of personal computer, personal computer application packages.

2. **Operating systems :**
Functions and utilities provided in popular operating system like MS-DOS, CP./M UNIX.

3. **Spreadsheet and word processing :**
- Building a worksheet, Entering formulas, Naming cells and copying windows, Printing worksheets, selection of commands indicating cell range entering formulas, Keyboard, Macros, worksheet command, Range commands, data, File, Grash and print command.
 - Word processing and data Hands on experience should be provided on all the above packages.

4. **MIS :**
Management Information Concepts planning issues and the MIS Organizing issue and the MIS control issues and the MIS.

5. **Relational data base Models :**
Data base creation and Editing variables, operators, Expressions, operations on data base structure addicting deleting fields.

Dealing with foreign files, organizing data base (SORT, INDEX) Classification setting up a command file., Procedures (IF, ELSE, DO, WHILE) , working with multiple data bases, Formatting and printing, Hands on experience should be provided on developing systems using popular packages.