

ORDINANCE
BACHELOR OF COMMERCE PROGRAMME

1. The duration of the B.Com programme shall be of three academic years. Each year shall be divided into two semesters. Thus, the programme shall comprise of 6 semesters.
2. A candidate can complete B.Com within a maximum period of 5 years.
3. The examination for the 1st, 3rd, and 5th, semesters shall ordinarily be held in the month of December and / of the 2nd, 4th, and 6th semesters in the month of May / June or on such dates as may be fixed by the Vice-Chancellor.
4. The last date for receipt of admission forms and fees shall be fixed by the Vice-Chancellor from time to time.
5. The supplementary examinations for the first, third, and fifth semester's examination will be held along with their regular first, third and fifth semester's examinations in December / January and second, and fourth semesters examinations will be held along with regular second, and fourth semester's examinations which will be held ordinarily during the months of May/June. However, the reappear examination for 6th semester may be held in the month of December along with odd semester examinations. A candidate on the rolls of College or an ex-student shall submit his / her application for admission to an examination on the prescribed form with the requisite certificate duly countersigned by the Principal of the College or a senior member of the teaching staff nominated by him / her.
6. The Principal of the concerned college shall forward to the Controller of Examinations, at least two weeks before the commencement of the examinations of each semester, a list of the students who have satisfied the requirement of rules and are eligible to appear in the examinations.
7. Admission to the First Semester of the Bachelor of Commerce programme will be opened to candidates who have passed:-

- (a) Senior Secondary Examination (10+2) with 40% marks in aggregate from a recognized Board of School Education from any stream with Economics, Mathematics, Commerce as one of the subjects.
- (b) an equivalent examination from the education Board in India and from abroad.
- (c) In case of SC/ST, the applicant should have secured 35% marks.
8. Each candidate shall be examined in the subject(s) as laid down in the syllabi prescribed by the Academic Council from time to time.
9. 10% marks in each written paper, excluding Training Report, Project Report and Viva-Voce, shall be assigned for Internal Assessment.
10. The answer books will be examined only by the external examiner. The evaluation of the paper titled Business Communication (1.05) will be done jointly by the internal and one external examiner to be appointed by the HOD Commerce on the basis of the performance of the candidates in Group Discussion and Presentation Skills. In case of dispute between the internal and external examiners the HOD Commerce, MDU Rohtak shall act as mediator.
The Principal of the concerned college shall forward the internal assessment marks obtained by the students in each paper to the Controller of Examinations at least two weeks before the commencement of the semester examination. This internal assessment will be done in different courses by the concerned teachers in the following manner:-
- (i) 5 Marks be allotted for attendance as decided by the University
 - (ii) 5 Marks will be allotted for Internal Assessment Test. In each course, there will be at least one mid-semester test which would be arranged by the concerned faculty member.
- The concerned teachers shall preserve records on the basis of which the internal assessment awards have been given at least till the end of one month from the date of declaration of the semesters examination results. If needed, the same could be inspected by the University Authorities.
11. The Ist Semester's Examination shall be open to a regular student who;
- (i) has been on the rolls of the College during the first semester;
 - (ii) has attended not less than 75% of the lectures in the semester; and

- (iii) has obtained pass marks in the internal assessment in the papers for which he/she is a candidate.
12. 2nd to 6th semesters examinations shall be open to a regular student who :-
- i) has attended not less than 75% of lectures in the respective semester;
 - ii) has been on rolls of the College during the semester preceding the respective semester examinations;
 - iii) has obtained pass marks in the internal assessment in the papers of the relevant semester of which he / she is a candidate.
 - iv) A candidate shall be promoted to 2nd, 4th and 6th Semester automatically without any condition of passing minimum number of papers. For promotion from 2nd to 3rd Semester the candidate shall have to clear at least 50% papers of 1st and 2nd Semesters taken together. For promotion from 4th to 5th Semester the candidate shall have to clear at least 50% papers of 3rd and 4th Semesters taken together.
13. The medium of the instruction and the examination shall be English/Hindi.
14. (a) The minimum percentage of marks to pass the examination in each semester will be:
- i) 35% in each written paper and internal assessment separately;
 - ii) 35% in external and internal evaluation in case of Training Report;
 - iii) 35% in Viva-Voce Examination;
 - iv) 35% in the aggregate in each semester examination.
15. The amount of examination fee to be paid by a candidate for each semester examination shall be fixed by the University / Vice-Chancellor from time to time.
16. A candidate whose result is declared late without any fault on his/her part may attend classes for the next higher semester provisionally at his /her own risk and responsibility, subject to his /her passing the concerned semester examination. In

case, a candidate fails to pass the concerned semester examination, his/her attendance/internal assessment in the next higher semester in which he / she was allowed to attend classes provisionally will stand cancelled.

17. The internal assessment awards of a candidate re-appear in any semester examination shall be carried forward to the next examination of the same semester provided that the candidate has obtained the pass marks in the internal assessment.
18. As soon as possible, after the termination of the semester examination, Controller of Examinations shall publish a list of the candidates who have passed the semester examination.
19. The practical examination of Computer Paper shall be conducted jointly by the internal and external examiners.
20. The list of successful candidates after the 6th semester examination shall be arranged, as under in three divisions on the basis of the aggregate marks obtained in his / her Bachelor's Degree of B.Com (Honors)
 - a) those who obtain 60% or more marks First Division
 - b) those who obtain 50% or more marks but less than 60% Second Division
 - c) Those who obtained less than 50% Third Division
 - d) Candidates who pass all the six semester examinations in the first attempt obtaining 70% or more marks of the total aggregate shall be declared to have passed with distinction.
21. The improvement facility shall be provided to students of B.Com Course within the period of two years after the 6th semester. However, the grace marks will be allowed as per University rules.
22. Notwithstanding the nature of this course which is spread over more than one academic year, the ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year

and nothing in this ordinance shall be deemed to debar the University from amending the ordinance, if any, shall apply to all students whether old or new.



**Scheme of Examinations
B.Com**

B.Com-I –Ist Semester

S.No.	Name of the paper	Max Marks	Internal Assessment	Time
1.01.	Financial Accounting-I	90	10	3Hrs.
1 02.	Business Mathematics-I	90	10	3 Hrs.
1.03.	Business Economics-I	90	10	3 Hrs..
1.04	Business Management –I	90	10	3 Hrs.
1.05	Business Communication	90	10	3 Hrs.
1.06	Basics of computers-I			
	Theory	50	--	3 Hrs.
	Practical	50	--	3 Hrs.

B.Com-I IInd Semester

2.01	Financial Accounting -II	90	10	3 Hrs.
2.02.	Business Mathematics-II	90	10	3 Hrs.
2.03.	Business Economics-II	90	10	3 Hrs..
2.04	Business Management –II	90	10	3 Hrs.
2.05	Business Environment	90	10	3 Hrs.
2.06	Basics of computers-II			
	Theory	50	--	3 Hrs.
	Practical	50	--	3 Hrs.

Environmental Studies (Qualifying Paper) 100 Marks

B.Com-II –IIIrd Semester

3.01.	Corporate Accounting-I	90	10	3 Hrs.
3.02	Business Statistics-I	90	10	3 Hrs.
3.03	Business Regulatory Framework-I	90	10	3 Hrs.
3.04	Corporate Law-I	90	10	3 Hrs.
3.05	Macro Economics	90	10	3 Hrs.
3.06	Optional:			
	i. Fundamental of Insurance			
	ii. Human Resource Management			
	iii. Production Management			
	iv. Computer: Application of Information Technology and Business -I			

B.Com-II –IVth Semester

4.01	Corporate Accounting-II	90	10	3 Hrs.
4.02	Business Statistics-II	90	10	3 Hrs.
4.03	Business Regulatory Framework-II	90	10	3 Hrs.
4.04	Corporate Law-II	90	10	3 Hrs.

4.05	Marketing Management	90	10	3 Hrs.
4.06.	Optional:			

- i. Risk Management
- ii. Banking and Banking Law
- iii. Basics of Retailing
- iv. Computer: Application of Information Technology and Business - II

B.Com-III –Vth Semester

5.01.	Taxation Law-I	90	10	3 Hrs.
5.02.	Cost Accounting -I	90	10	3 Hrs.
5.03.	Accounting for Management	90	10	3 Hrs.
5.04	Financial Market Operations	90	10	3 Hrs.
5.05	International Business Environment	90	10	3Hrs.
5.06	Optional:			

- i. Secretarial Practices
- ii. Tax Planning and Management
- iii. Investment Management
- iv. Computer: Essentials of E-Commerce-I

B.Com-III –VIth Semester

6.01.	Taxation Law-II	90	10	3 Hrs.
6.02.	Cost Accounting -II	90	10	3 Hrs.
6.03	Financial Management	90	10	3 Hrs.
6.04	Auditing	90	10	3 Hrs.
6.05	Indirect Taxes	90	10	3Hrs.
6.06.	Optional:			

- i. International Trade
- ii. International Marketing
- iii. Fundamentals of Operations Research
- iv. Computer: Essentials of E-Commerce-II

B.Com I First Semester

1.01

Financial Accounting –I

Internal Assesment-10 Marks
Theory Paper Max Marks-90 Marks

Time: 3Hrs.

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 6 small questions of three marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 18 marks each.

Unit-I

Introduction: meaning, objectives, process, limitations and basic terms of Accounting; Generally accepted Accounting Principles; Accounting Standards; Journalizing, Posting and Preparation of trial balance.

Unit-II

Capital and revenue items; Reserves and Provisions, Rectification of errors, Final Accounts with adjustments.

Unit-III

Depreciation: Meaning, Causes and Methods, Accounting for non-profit organizations.

Unit-IV

Accounts from incomplete records, Voyage Accounts.

Suggested Readings:

- 1.Gupta R.L. and Radha Swami M., Financial Accounting, Sultan Chand and Sons., New Delhi.
- 2.Monga J.R., Ahuja Girish and Sehgal Ashok: Financial Accounting, Mayur Paper Back, Noida.
- 3.Shukla M.C., Grewal T.S. and Gupta S.C.; Advanced Accounts, S. Chand and Company, New Delhi.

**B.Com I First Semester
1.02**

Business Mathematics-I

**Internal Assesment-10 Marks
Theory Paper Max Marks-90 Marks**

Time: 3Hrs.

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 6 small questions of three marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 18 marks each.

Unit-I

Theory of Sets: Meaning, elements, types, presentation and equality of Sets, Union, Intersection, Complement and Difference of Sets, Venn Diagram, Cartesian Product of two Sets, Applications of Set Theory.

Unit-II

Matrices and Determinants: Definition of a Matrix ; Types of Matrices, Algebra of Matrices; Properties of determinants; Calculation of values of Determinants upto third order; adjoint of a Matrix, elementary row and column operations; Finding inverse matrix through adjoint and elementary row or column operations; Solution of a system of Linear equations having unique Solution and involving not more than three variables; Leontief Input Output Model.

Unit-III

Permutations and Combinations.

Unit-IV

Sequence and Series, Indices and Logarithms, A.P, G.P.

Suggested Readings:

1. Allen B.G.D: Basic Mathematics; Mcmillan, New Delhi.
2. Volra. N. D. Quantitative Techniques in Management, Tata McGraw Hill, New Delhi.
3. Kapoor V.K. Business Mathematics: Sultan chand and sons, Delhi.

B.Com I First Semester

1.03

Business Economics-I

Internal Assessment-10 Marks

Theory Paper Max Marks-90 Marks

Time: 3Hrs.

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 6 small questions of three marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 18 marks each.

Unit-I

Introduction: Basic problem of an economy: working of price mechanism. Elasticity of demand; concept and measurement of elasticity of demand, price, income and cross elasticity; Average revenue; marginal revenue and elasticity of demand; determinants of elasticity of demand; importance of elasticity of demand.

Unit-II

Production Function: Law of variable proportions; Isoquants; Economic regions and optimum factor combination; expansion path; returns to scale; Internal and external economies and diseconomies; Ridge lines.

Unit-III

Theory of costs: concepts of cost; Short run and Long run cost curves- Traditional and Modern approaches.

Unit-IV

Market Structure: Market structures and Business decisions; objectives of business firm.

Suggested Readings:

1. Dr. Raj Kumar, Prof. Kuldeep Gupta, Business Economics, UDH Publishing and Distributors P(Ltd.), New Delhi.
2. R.K Lekhi, Business Economics, Kalyani Publishers.
3. V.G.Mankar, Business Economics, Himalaya Publishing House.
- 4.H.L.Ahuja, Business Economics, S. Chand and Company Ltd.

B.Com I First Semester
1.04

Business Management-I

Internal Assessment-10 Marks

Time: 3Hrs.

Theory Paper Max Marks-90 Marks

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 6 small questions of three marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 18 marks each.

Unit-I

Business: concept, nature and spectrum of business activities, business system, business objectives.

Unit-II

Management: Introduction, concept, nature, process and significance; Development of Management Thought; Classical and Neo-Classical systems, Contingency approaches.

Unit-III

Planning: concept, types and process, Decision Making: concept and process, Management by Objectives, Corporate Planning and Strategic Formulation.

Unit-IV

Organizing: concept, nature, process and significance; Authority and Responsibility relationship; Centralization and Decentralization; Departmentation; Firms of Organizing structure.

Suggested Readings:

1. Druker. Peter F. Management Challenges for the 21st century; Butter worth Heinemann Oxford.
2. Wehrich and Koontz, O. Donnel: Essential of Management Tata Mc Graw Hill, New Delhi.
3. Parsad L. M., Principles and Practice of Management.: Sultan Chand and Sons.

B.Com I First Semester

1.05

Business Communication Skill-Workshop

Max. Marks: 100

Time: 3Hrs.

Note: The evaluation of this paper will be done jointly by the Internal and one External Examiner to be appointed by the Head, Department of Commerce, M.D. University, Rohtak on the basis of performance of the candidates in Group Discussion and Presentation Skills.

Unit-I

Introduction: Basics of communication, Seven C's of effective communication, barriers to communication, ethical context of communication.

Unit-II

Business Communication at workplace: Letter writing- component, layout and process, E-mail communication, bad news messages, persuasive written communication, memos, notice, agenda and minutes of meeting.

Unit-III

Report Writing: Types of business reports, structure of reports, short reports, long reports, abstracts and summaries, proposals.

Unit-IV

Communication Skills: Reading skills, listening skills, note making, persuasive speaking. Body language, Gestures.

Suggested Readings:

1. Murphy, Herta A., Herbert W. Hildebrandj and Jane P. Thomas, Effective Business Communication, Tata McGraw Hill, New Delhi.
2. Konera Arun, Professional Communication, Tata McGraw Hill, New Delhi.
3. McGrath, E. H., Basic Managerial Skills for All, PHI, New Delhi.
4. Meenakshi Raman and Parkash Singh, Business Communication, Oxford University Press, New Delhi.

B.Com I First Semester

1.06

Basics of Computer-I

Time: 3Hrs.

Theory Paper Max Marks-50 Marks

Practical Paper Max Marks-50 Marks

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 5 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 10 marks each.

Unit-1

Introduction to Computers: Definition of Computer; Components of Computer; Characteristics of Computers; History evolution of Computers; Generation of computers; Classification of Computers- According to Purpose, According to Technology , According to Size and Storage Capacity ; Human being VS Computer; Difference between Computer and Calculator.

Unit-2

Input Devices: Mouse, Keyboard, Light pen, Track Ball, Joystick, MICR, Optical Mark reader and Optical Character Reader Scanners, Voice system, Web Camera.

Output Devices: Hard Copy Output Devices; Line Printers, Character Printers, Chain Printers, Dot-matrix Printers, Daisy Wheel Printer, Laser Printers, Ink Jet Printers; Plotters, Soft Copy device –Monitor, Sound Cards and speakers.

Unit-3

Memory and Mass Storage Devices: Characteristics of Memory Systems; Memory Hierarchy; Types of Primary Memory; RAM and ROM; Secondary and Back-up; Magnetic Disks, Characteristics and classification of Magnetic Disks; Optical Disks; Magnetic Taps.

Unit-4

MS- Word: Fundamentals of MS-Word, Features of MS-Word, Menus, Formatting and Standard Toolbars, Ruler, Scroll Bar, Creating, Editing, Saving, export and import files, inserting and copying the files, Working with frames, Paragraph formatting, Columns, Pictures, Tables, Macros and Mail Merge.

Practical

MS-Word: Practical knowledge of MS-Word package.

Suggested Readings:

1. Introduction of Information System ALEXISLEON,
2. Computer Fundamentals-Nasib Singh Gill.

**B.Com I Second Semester
2.01**

Financial Accounting-II

**Internal Assesment-10 Marks
Theory Paper Max Marks-90 Marks**

Time: 3Hrs.

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 6 small questions of three marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 18 marks each.

Unit-I

Hire Purchase System and Installment Payment Systems.
Royalty Account.

Unit-II

Branch Accounts and Departmental Accounts.

Unit-III

Partnership Accounts: Accounting treatment for Admission, Retirement, Death of a Partner and Dissolution of Partnership Firm.

Unit-IV

Joint-Venture Account; Consignment Account

Suggested Readings:

1. J.R. Monga
2. P.C. Tulsian
3. Sukla and Grewal
4. Jain and Narang

B.Com I Second Semester

2.02

Business Mathematics-II

Internal Assesment-10 Marks
Theory Paper Max Marks-90 Marks

Time: 3Hrs.

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 6 small questions of three marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 18 marks each.

Unit-I

Differentiation (only algebraic Problems)

Unit-II

Integration: Standard form; Methods of Integration by substitution, by parts and by use of partial fractions and Definite Integration (excluding area).

Unit-III

Compound Interest and Annuities: Certain different types of interest rate; Concept of present value and amount of a sum; Types of annuities; Present value and amount of an annuity, including the case of continuous compounding.

Unit-IV

Linear Programming: Formulation of LPP; Graphical method of solution, Problems relating to two variables including the mixed constraints, Cases having no solution, multiple solution, unbounded solution and redundant constraints.

Suggested Readings:

1. Allen B.G.D: Basic Mathematics; Mcmillan, New Delhi.
2. Vohra. N. D. Quantitative Techniques in Management, Tata McGraw Hill, New Delhi.
3. Kapoor V.K. Business Mathematics: Sultan chand and sons, Delhi.

**B.Com I Second Semester
2.03**

Business Economics-II

**Internal Assesment-10 Marks
Theory Paper Max Marks-90 Marks**

Time: 3Hrs.

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 6 small questions of three marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 18 marks each.

Unit-I

Perfect Competition: Profit Maximization and equilibrium of firm and industry; Short run and Long run Supply Curves; Price and output determination, Practical Applications.

Unit-II

Monopoly: Determination of price under Monopoly; Equilibrium of a firm; comparison between Monopoly and Perfect Competition; Price Discrimination; Multi-Plant Monopoly, Practical Applications.

Monopolistic Competition: Meaning and Characteristics; price and output determination under monopolistic Competition; Product differentiation; Selling cost; comparison with Perfect Competition; Excess capacity under Monopolistic Competition.

Unit-III

Marginal Productivity Theory and demand for factors; nature of supply of factor inputs, Determination of wage rates under perfect competition and monopoly. Exploitation of labour; Rent- Concept, Ricardian concept and Modern Theories of rent; Quasi Rent.

Unit-IV

Interest- concept and Theories of interest; Profit- nature, concept and theories of profit.

Suggested Readings:

1. Dr. Raj Kumar, Prof. Kuldeep Gupta, Business Economics, UDH publishing and distributors p (Ltd.), New Delhi.
2. R.K Lekhi, Business Economics, Kalyani Publishers.
3. V.G.Mankar, Business Economics, Himalaya Publishing House.
4. H.L.Ahuja, Business Economics, S. Chand and Company Ltd.

**B.Com I Second Semester
2.04**

Business Management-II

**Internal Assessment-10 Marks
Theory Paper Max Marks-90 Marks**

Time: 3Hrs.

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 6 small questions of three marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 18 marks each.

Unit-I

Staffing: concept, nature and scope, Matching job and people; Recruitment; Selection and Training of employees.

Unit-II

Motivation and Leadership: Motivation-concept, Theories-Maslow, Herzberg, Megregor and Quchi; Financial and Non-Financial Incentives.

Leadership: concept and Leadership styles, Leadership Theories.

Unit-III

Communication and Control: Communication Concept, Nature, Types and Process, Barriers and Remedies.

Control: Concept, Process and Techniques, Effective Control System.

Unit-IV

Management of Change: Concept, Nature and Process of Planned Change: Resistance to Change; Emerging Horizons of management in a changing environment.

Suggested Readings:

1. Druker. Peter F. Management challenges for the 21st century; Butter worth Heinemann Oxford.

2. Wehrich and Koontz, O. Donnel: Essential of Management. Tata McGraw Hill, New Delhi.
3. Parsad L. M., Principles and Practice of Management.: Sultan Chand and Sons.



Time: 3Hrs.

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 6 small questions of three marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 18 marks each.

Unit-I

Business Environment: concept; components and importance; SWOT Analysis.

Unit-II

Economic Trends (overview): income; savings and investment; industry; Trade and balance of payments.

Unit-III

Problems of Growth: Unemployment, Poverty; regional imbalances, social injustice, inflation, parallel economy and industrial sickness.

Unit-IV

Role of Govt. in Indian Economy: Monetary and Fiscal Policy; Industrial Policy; Industrial Licensing; Privatization and Devaluation;

Suggested Readings:

1. Agarwal A.N. , Indian Economy, Vikas Publishing House, New Delhi.
1. Mirsra and Puri; Indian Economy; Himalaya Publishing House, New Delhi.
2. Hedge Lanl, Environmental Economics; McMillan Hampshire.

B.Com I Second Semester
2.06

Basics of Computer-II

Time: 3Hrs.

Theory Paper Max Marks-50 Marks
Practical Paper Max Marks-50 Marks

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 5 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 10 marks each.

Unit-1

Fundamental of computers: Model of a digital computer; Functioning of a digital computer; Types of a digital computer; Advantages of computers. Difference between digital computer and analog computer, Applications of computers: Computers in Commerce, Marketing, Education and Management.

Unit-2

Software concepts: Types of Software and their role, Different System Software types- Operating systems, Translators, System Utilities; Concept of Application Packages; Types of an Operating system- Multi-user O.S., Multi-tasking O.S., Multi-Processing O.S; Time –sharing O.S., Multi-Programming O.S. Operating System as a resource Manager, concept of GUI and CUI.

Unit-3

Introduction to Windows: Components of a Application Window; Types of Windows, Windows as an Operating System, Windows explorer, Using Paintbrush, Control Panel, Installing a printer. User interfaces- CUI and GUI; Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons.

Unit-4

MS-Excel: Applications of a Spreadsheet; Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, establishing worksheet links, Table creating and printing graphs, Macros, Using Built-in-functions.

Practical

MS-Excel: Practical knowledge of MS-Excel package.

Suggested Readings:

1. Introduction of Information System ALEXISLEON
2. Introduction to essential tools or Susila Madan.