

BC-104

COMPUTER APPLICATIONS IN BUSINESS

External Marks: 80

Internal Marks: 20

Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of five short types questions carrying four (4) marks each is compulsory. It covers the entire syllabus. Answer to each question should not be more than one page. Candidate is required to attempt four questions from the remaining eight questions carrying 15 marks each.

Introduction to Computers: definition, components and characteristics of computers; Input and output devices: memory and mass storage devices; Introduction to modern CPU and processors.

Computer software: introduction, types of software: system, application and utility software; Programming languages; Introduction to operating system: types and function of operating system; Real- time applications; Operating systems for Tabs, mobile phones, Android, etc.; Open source software: An overview.

Application software: Spreadsheets, Word processors, Database management software; Networks basic, types of networks, topologies, media, hardware and software required for networking.

Practical: A student must be able to work on Windows and be proficient in the use of MS Word, MS Excel, and PowerPoint.

REFERENCES

- Leon, Alexis: Fundamental of Information Technology, Vikas Publication House (P) Ltd., New Delhi
- Mansfield, Ron: The Compact Guide to Microsoft Office, BPB Publication, Delhi.
- Minoli, Daniel, Internet and Intranet Engineering, Tata McGraw-Hill Publishing Co Ltd., New Delhi.
- Saxena, Sanjay: A First Course in Computer, Vikas Publication House (P) Ltd., New Delhi.