

### ***Paper 1 : Computer Fundamentals:***

- \*What is a Computer – an introduction, uses of Computers in modern Society e.g. Weather forecasting, census, oil exploration, speech recognition, banking, publishing, accounting, research etc.
- \*Information concepts and processing-evolution of information processing – data, information, language and communication.
- \*Computer arithmetic and number system. ASCII & EBCDIC character sets.
- \*Elements of a Computer processing system – hardware, software, firmware – Computer capabilities and limitations. Concept of files and directories.
- \*Hardware features and use- CPU. I/O devices, Storage devices and media. Block diagram of computer and functions of each block.
- \*Introduction to networking, multiprocessing, time sharing, multitasking and real time computing. Concepts of LAN and Internet and WWW.
- \*Variety of hardware system and features, Various types of Computers available in market. Micro, Mini and Main frames, supercomputers.
- \*Concepts of data, information, Difference between data & information, information processing cycle, storage and retrieval of data.

### ***Paper 2 : Operating Systems concepts and office tools WORD processing & slide presentation.***

#### **Part A (50)**

- \*Introduction to various categories of software's. Operating system and its functions. Interactions of operating system with hardware and user programs.
- \*O.S. as resource manager, processor management, job scheduling, simple user, multi user, multi programming and time sharing concepts. Concepts of priorities, protection device management, spooling, deadlocks, memory management, file structures, command interpreter.
- \*Case study of windows O.S. : An overview of windows interface, Managing files by windows explorer and My Computer. Accessories, Control panel, working with disk and drives, Backup data, Installing and managing applications.

#### **Part B (25)**

- \*MS- Word : An overview, creating & Editing documents, formatting documents, tables, use of drawing tools, columns etc.
- \*MS- PowerPoint: PowerPoint Basics, creating different types of presentation, special effects, slide show.

***Paper 3 : Business Data Processing:***

\*Introduction to data processing, records & file data collection, preparation, verification, editing and checking.

\*Overview of business functions. Use of Computer system for business applications.

\*Spread sheets Macros. Use of Computer System for business applications.

\*Business files Introduction to data structures Elements fields and Records, Classification of files, Master files transaction files.

\*Distributed processing. Various facilities for business computing Introduction to databases.

\*Financial Accounting.

***Paper 4 : Practical:***

\*Windows O.S. at per paper II. Use of MS- word, MS- Excel & MS-Access, MS-Power Point.

\*Visit to computer lab. Introduction to various Components of a computer. A simple documentation preparation and printing. Usage of printer and other components. Routing.

***Paper 5 : On the job Training:***

\*Analysis of a business system on paper.

\*Using spread sheet for payroll, balance sheets and other business applications. Design of packages using spreadsheet macros. Use of a Financial Accounting package.