

VIR NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

S.Y.B.COM

COMPUTER APPLICATION (VOCATIONAL)

PAPER-II APPLICATION SOFTWARE & FOXPRO PROGRAMMING

With Effect From : 2005-06

(1) MS EXCEL (25%)

Excel Intro – File Menu, New, Find File – File Print – Previews – Print Reports – Edit Menu – Find fill – Clear – View Menu – Insert Menu – Chart – Function – Objects – Format Menu – Auto Format – Style – Tools Menu – Solver – Protection – Options – Data Menu - Sort – Form – subtotals – Use Functions – Table – Text to Column- Window menu, **Functions** – like Sum – Count – Average, Max, Min, Product, Stddev, Var, Varp, Stddevp.

(2) Application Software:

2.1 FOXPRO OVERVIEW AND SAMPLE SESSION (5%)

What Is A Database, Records, and Fields? . Types Of Fields – FoxPro Capabilities And Limitations- Getting Started With FoxPro – Quitting FoxPro – What Is Program File? Creating Program File(MODI COMM COMMAND), Running A Program File (DO COMMAND), Constants, Variables, Arithmetic Operators, Relational Operators, Logical Operators

2.2 INPUT & OUTPUT STATEMENT: (5%)

ACCEPT, INPUT, PRINT (?, ??, ???), @...SAY., @...GET, READ, SAY PICTURE, GET PICTURE, WAIT COMMANDS.

2.3 JUMPLING, BRANCHING, LOOPING STATEMENT (10%)

IF...ENDIF, FOR...NEXT, DO WHILE...ENDDO, DO CASE ...ENDCASE, EXIT & LOOP COMMAND

2.4 ARRAY HANDLING: (5%)

Creating, Initializing & Processing Arrays, DIMENSION, SCATTER AND GATHER Commands.

2.5 FOXPRO BUILT IN FUNCTIONS & SET COMMANDS: (15%)

String Functions - LEFT, RIGHT, SUBSTR, LEN, STR, ALLTRIM, LTRIM, TRIM, ASC, CHR, LOWER, UPPER, PROPER, OCCURS, AT, INLIST, REPLICATE, SPACE.

Numeric Functions-ABS, SIGN, INT, CEILING, FLOOR, MAX, MIN, MOD, VAL, RAND, SQRT, EXP, BETWEEN.

Date & Time Functions – DATE, DAY, MONTH, YEAR, DOW, CDOW, CMONTH, DTOC, CMONTH, DMY, MDY, TIME, SECONDS.

Logical Functions-LIKE, SEEK, DELETED, EMPTY, ISALPHA, ISLOWER, ISUPPER, ISDIGIT.

Database & Field Functions-BOF, EOF, FIELD, RECCOUNT, RECNO.

SET Commands-SET TALK, SET SAFETY, SET CONFIRM, SET BELL, SET CLOCK, SET DATE, SET DECIMAL TO, SET EXACT, SET NEAR, SET STATUS, SET CENTURY, SET FILTER TO, SET UNIQUE, SET INDEX TO, SET ORDER TO, SET DEVICE TO.

2.6 DATABASE HANDLING: (20%)

Creating & Modifying Data Base File – CREATE & MODIFY STRUCTURE Command.

Working With Database File- USE, CLOSE, CLEAR, DISPLAY, LIST, BROWSE, EDIT, CHANGE, GO, GOTO, GO BOTTOM, GO TOP, SKIP, APPEND, INSERT, DELETE, RECALL, PACK, REPLACE, COPY, COPY STRUCTURE, LOCATE...CONTINUE, SEEK.

Sorting & Indexing – INDEX, REINDEX, SORT COMMAND.

Database Related Commands – SUM, TOTAL, AVERAGE, COUNT, EJECT COMMANDS. And Processing Database File By Writing Program.

2.7 SCREEN HANDLING & REPORT GENERATION (5%)

Creating Reports By Using Command Like CREATE/MODIFY REPORT
Creating Reports By Writing Program.

3.0 ACCOUNT PACKAGE (10%)

Tally Software (Version 5.4)

Start Up

Tally Screen, Creating A New Company, Gateway Of Tally, Menu And Buttons At Gateway, Selection Of Options Display & Alteration Of A Company, Shutting A Selected Company

Features & Configuration

F11 Features

Top Part

Integrate Accounts And Inventory, Allow Multi-Currency, Maintain Budgets & Controls, Allow Valued Entries In Vouchers Allow Purchase Order Processing, Allow Sales Order Processing, Allow Invoicing, Separate Discount Column On Invoices

ACCOUNTING FEATURES

Maintain Bill wise Details, Use Rev, Journals, and Use Debit/Credit Notes

INVENTORY FEATURES

Maintain Stock Categories, Maintain Batch Wise Details, Maintain Multiple Godowns, Use Rejection Notes, Use Tracking Numbers, Use Different Actual & Billed Quantity.

F12 Configuration

General, Numeric Symbols

ACCT/INVENTORY.

Master Configuration, Accounts Masters, Inventory Masters.

Voucher Entry

Account Vouchers, Show Inventory Details, Show Bills Wise Details, Expand Into Multiple Lines, Show Ledger, Current Balances, Show Balance As On Voucher Date, Use Cr/Dr In Of To/By During Entry, Warn On Negative Cash Balance.

Inventory Vouchers:

Show Batch Wise Details, Show Godown Wise Details, Warn On Negative Stock Balance

Printing

General Payments Voucher, Receipt Voucher, Journal/ Contra, Debit/Credit Note, Sales Transactions, Purchase Transactions

MASTERS (GATEWAY OF TALLY)

Accounts Info.

Singles & Multiple Group, Singles And Multiple Ledgers, Vouchers Type, Currencies

Inventory Info.

Stock Group, Stock Categories, Stock Item, Godown, Unit Measure.

Voucher Entry

Contra (F4), Payment (F5), Receipt (F6), Journal (F7), Sale, Sale Order, Debit Notes (F8), (Purchase, Purchase Order, Receipt Note (F9), Memo Random (F-10),

Balance Sheet

Stock Summary

Display

Trial Balance

Account Book

Cash/Bank Book, Ledger, Group Summary, Purchase Register, Journal Register, Debit Note Register, Credit Note Register.

Statement Of Accounts

(Outstanding- (Receivable, Payable, Ledger, Group) Statistics

Inventory Books

Stock Item, Group Summary, Sale Order Book, Purchase Order Book

Statements Of Inventory

Godowns, Categories, Purchase Bill Pending, Sale Bill Pending, Statistics

Cash/Funds Flow

Cash Flow, Funds Flow

Day Book

List Of Account

Exceptions Reports

Negative Stock, Negative Ledger, Overdue Receivables Overdue Payables, Memorandum Vouchers

Multi-Account Printing

Account Books, Outstanding Statements, Inventory Book, Multi Voucher Printing

Button At Gateway: (Explain Everyone)

F1: Select Company, alt + F: Shut Company, F2: Date, alt + F2: Period, F3: Company, Create Company, F4: Backup, F4: Restore, F11: Features, F12 Configure

Reference Books For PAPER -II:

1. Computer System & Application - By Rustam Shroff
Himalaya Publication House
2. Illustrated FoxPro 2.0 - By Robert Granille
BPB Publication
3. FoxPro 2.5 Made Simple - By R.K.Taxali
BPB Publication
4. Computer Campus-1 Venus Publication
5. Mastering MS Office 2000 - By Gini Courter & Abbetta
Marquis
BPB Publciation
6. Teach Your Self-Excel 2000 in 21 days - BPB/Techmedia Publication
7. Implementing tally 5.4 - By K.K. Nadhani

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT
S.Y.B.COM
COMPUTER APPLICATION (VOCATIONAL)

PAPER-III Internet, Web Page Designing & Corel Draw

With Effect From : 2005-06

1. INTERNET:

1.1 Introduction To Computer Communication & Networks: (15%)

What Is Computer Network? What is communication? Electronic methods of communications, basic of computer communications, overview of media used for computer communications, (Unshielded twisted pair cable, shielded twisted pair cable, coaxial cable, fiber optics cable), overview of Unbounded Media (satellite communication, microwave communication, local area network, advantages & disadvantages of LAN, different topologies used in LAN (Linear, Circular, Star, Mesh) – Overview of Metropolitan area network, Overview of Wide Area Network, Basic.

LAN FUNDAMENTALS

LAN Commands of Netware-BROADCAST, CLEAR, MESSAGE, FLAG, LOGIN, LOGOUT NDIR, NCOPY, SEND, USERLIST, WHOAMI, Terminology-Server, Nodes, Workstation, Introduction to Windows NT

1.2 Introduction to Internet: (15%)

What Is Internet? – History Of Internet, Application Of Internet, Internet Terminology Like Network, Modem, Server, Client, Baud Rate, Protocol, TCP/IP, HTTP, FTP, WWW, Telnet, Usenet, Internet, Relay Chat, URL, How To Connect To Internet, Dial Up Access, Direct Of Dedicated Connections, TCP/IP Account/Shell Account, Introduction To Domain And Addresses, The Domain Name System, How Does A Domain Name Help In Locating A Computer, IP – Addresses, Why Are Domain Name Required, Introduction To The Internet Explorer Screen, Introduction To Www-Web Browser, Popular Web Browser, Type Of Servers, HTTP & URLS. The Concept Of E-Mail, How E-Mail Works On The Internet, Internet Mail Protocol Like SMTP, POP, IMAP, MIME, Description Of E-Mail Headers.

2. Web Page Designing:

2.1 Hyper Text Markup Language: (15%)

Introduction to HTML- What is Elements, Tags & attributes, HTML Document Layouts creating HTML page with tags- <HTML>, <HEAD>, <TITLE>, <BODY BACKGROUND, BGCOLOR, BGPROPERTIES, TEXT, LEFTMARGIN, RIGHTMARGIN, TOPMARGIN, BOTTOMMARGIN>, <COMMENT>, <P>,
, <HR ALIGN COLOR SIZE WIDTH NOSHADE>

Text Formatting Tags <HX>, FONT Face Size Color, , <I>, <U>, <TT>, , , <S>, <BIG>, <SMALL>, <SUP>, <SUB>, <PRE>, <ADDRESS>.

Aligning Individual Elements And Aligning Blocks Of Elements The <CENTER> tag.

2.2 MORE ON HTML: (25%)

Creating Ordered Listing With <OL TYPE START>, Unordered List With <UL TYPE> And Glossary Of Defination Lists With <DL> & <DI> Tags.

Creating Listing With <A HREF NAME TARGET TITLE>. Linking Local Pages Using Relative And Absolute Pathnames, Linking To Specific Places Within Documents, Anatomy Of Url.Parts Of URLs And Specific Places Within Documents, Anatomy Of URL. Parts Of URLs & Special Characteristics In URLs.

Using Images <IMG SRC ALT ALIGN BORDER WIDTH HEIGHT VSPACE HSPACE.

Creating Tables, Tables, The <TABLE> Tag. Attribute Like ALIGN, VALIGN, BACKGROUND, BGCOLOR, BORDER, CELLPADDING, CELLSPACING, HEIGHT, WIDTH FRAMES, RULES -The <CAPTION> Tag And Its Attribute ALIGN, VALIGN,.

The <TH> And <TD> Tags and its attribute ALLIGN, VALIGN, HEIGHT, WIDTH, BGCOLOR, BORDERCOLOR, COLSPAN, ROWSPAN THE <TR> tags and its attributes - ALLIGN, VALIGN, COLOR, BORDERCOLOR. The <THED>, <TBODY> & <TFOOT> Tags, Neating Table Structure.

Advance Page Formatting, Frame Document, The <FRAMESET> Tag With Attribute ROWS & COLS, The <FRAME> Tag With Attribute SRC, NAME, SCROLLING, NORESIZE, BORDERCOLOR, FRAMEBORDER.The <NOFRAME> tag, The <IFRAME> tag with attribute SRC, NAME, WIDTH, HEIGHT, SCROLLING, FRAMEBORDER, BORDER, BORDERCOLOR, FRAMESPACING, VSPACE, HSPACE, ALIGN.

2. COREL DRAW:

3.1 Introduction To Corel Draw: (10%)

Start Corel Draw, Introduction To Corel Draw Screen, Different Part Of The Corel Draw Screen, Working With Corel Draw Tool Box.

3.2 Working With Menus In Corel Draw: (20%)

File Menu-New, New From Template, Open, Save, Save As, Import, Export, Print, Print Set Up, Color Manager, Exit.

Edit Menu- Undo, Redo, Repeat, Cut, Copy, Paste, Paste Special, Delete, Duplicate, Clone, Copy Attributes From, Select All, Insert Object.

View Menu- Ruler, Toolbox, Color Pallette, Wire frame, Full Screen Preview, Preview Selected Only, Refresh Window.

Layout Menu- Insert Page, Delete Page, Go To Page, Grid To Scale Setup, Guideline Setup

Arrange Menu-Align, Order, Group, Ungroup, Combine, Break, Apart, Weld, Intersection, Trim, Separate, Convert To Curves.

Effect – Transform Roll Up, Clear Transformation, Add Prespective, Envelop Roll Up, Blend Rollup, Extrude Roll Up, Cotour Roll Up, Power Line Roll Up, Lens Roll Up, Power Clip, Clear Effect.

Text Menu- Text Roll Up, Character, Paragraph, Fit To Path, Spell Checker, Find, Replace, Edit Text

Special Menu – Symbol Rollup, Preset Rollup, Create Pattern.

Reference Books For Paper-III:

1. Internet An Introduction -By Cistems School Of Computing (Tata McGraw-Hill Publication)
2. Mastering The Internet -By Glae Harrach Cady,Pat Mcgreger (Bpb Publication)
3. “O” Level Made Simple-Internet & Web Page Designing - By Satish Jain, Shashi Singh (Bpb Publication)
4. Html Source Book - By Ian S Graham (John Wiley & Sons,Inc.)
5. Mastering CorelDraw - By Rick Altman (Bpb Publication)
6. Venus Computer Campus- 2 (Venus Publication)
7. Unix Concept & Application -By Sumitabha Das