SARDAR PATEL UNIVERSITY
B.Com. Semester: II
Syllabus with Effect From:November/December-2019

Paper Code:UB02DCOM64	Total Credit:3
Title Of Paper: Computer Application - IV	

Objectives:

- To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.
- To maintain business data through DBMS

Unit	Description of Detail	Weighting(%)
I	**Data Processing and Data Model:** Concepts of Data Processing – An Important Aspect of any Business, Limitation of Manual Data Processing. Data and Information, Data / Information Processing and Databases, Data Types. File system, Disadvantage of File system, Database system, Data Model (Hierarchical, Network, Relational, Object oriented). Advantage and disadvantage of each Data Model.	25%
II	**Introduction to DBMS::** Character, Field, Record, File, Table, Database, Types of Databases, Database Management system, Objectives of DBMS, Components of DBMS, Advantages and Disadvantages of Database Management System **Normalization**: Normalization, First, Second, Third Normal form, BCNF **Introduction to DBMS Package (Microsoft Access - 2010):**Introduction of Microsoft Access database, creating a database (Using Wizard, & Design) and Objects, Fields and data types, creating a table, Field Properties, Save and Close a Table, Add and Save Records, Edit Records and Close a Table, modify fields in a Table, Modify Columns and Rows in Data Sheet, Validation rule to a Field and Its Properties, Primary key, Foreign key, Relationship between table, types of relationship, Import – Export from other file format.	25%
III	**Data Manipulations in DBMS through SQL:** Introduction of SQL, Creating, Modifying and Saving a Query, Insertion of data into a Table (INSERT), Modify the Contents of a Table (UPDATE), Display Records from a Table (SELECT), Remove Records from a Table (DELETE), Ordering and Filtering Records of a Table, Use of Relational (Comparison), Operators (<,>, <=, >=, #, <>) and Logical Operators (AND, OR, NOT) in Query. **Use of Aggregate (Group) Functions:** AVG(), COUNT(), MAX(), MIN(), SUM(), **Character Functions**: LCASE(), UCASE(), LEN(), STR(), MID(), LEFT(), RIGHT(), **Date Functions**: DATE(), HOUR(), DAY(), MONTH(), YEAR().	25%

IV	**Creating and Customizing Forms, Reports, Labels:** Introduction of Form, Creation with Form Wizard, View, Add, Delete and Save Records, Save and Close a Form, Change Form Design, Select, Resize, Move and Delete controls, Change Fonts, Size and Color of Text, showing data from more than one table, Introduction of Report, create a report, Preview, print and save a report, Report in design view Types of Reports and Forms. Create Label.	**25%**

Practicals: Practicals are based on above Units. (Weightage 50%) – Two Practical periods per week per batch

Basic Text & Reference Books:-

- Computer course windows 7 and office 2010 by R,K. Taxali Publisher Tata McGrawHill.
- Computer fundamentls By Anita Goel Pearson Publication New Delhi.
- Sinha, P.K.(2004), "Computer Fundamentals", 4th Ed.,BPB Publications
- Rajaraman,V, "Fundamentals of Computers", PHI
- Leon Alex & Leon Mathews(1999), "Fundamentals of Information Technology", Leon Techworld
- Norton , Peter (2001), "Introduction to Computers", 4th Ed., TMH.
- Walters, E. Garrison Walters(2001), "The Essential Guide to Computing: The Story of Information Technology", PHI
- Bpb Publication – Computer Course – Windows 7 with Office 2010
- Bpb Publication – MS office 2010 by Satish Jain
- Wiley Publication –Window 7 With Office 2010
- Dream Tech Publication – Simple Steps Access 2010