

Yearly Syllabus for Undergraduates
 As recommended by Board of Studies of Computer Science and Applications
 Barkatullah University, Bhopal
 Session 2017-18 onwards

Class: BCA I Year (for Regular Students only)

Paper Code	Paper Title	Internal			Theory	Grand Total
		Three Months	Six Months	Total		
BCA-101	Fundamentals of Computers	5	5	10	40	50
BCA-102	English Communication Management	5	5	10	40	50
BCA-103	Office Automation Packages and Tools	5	5	10	40	50
BCA-104	Problem Solving and Programming through C	5	5	10	40	50
BCA-105	Business Mathematics	5	5	10	40	50
BCA-106	Digital Computer Organisation	5	5	10	40	50
BCA-107	Accounting & Financial Management	5	5	10	40	50
BCA-108	Lab-I					50
BCA-109	Lab-II					50
					Grand Total	450

Note — FC as recommended by the Central Board of Studies.

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Paper Code: BCA-101

Paper Title: FUNDAMENTALS OF COMPUTERS

Max Marks: 40

UNIT I

Computer System: Definition, Characteristics, capabilities and limitations, Types of Computers: Analog, Digital, Micro, Mini, Mainframe & Super Computers, Generations of Computers, Server, Smart Systems: definition, characteristics and applications. Definition of Embedded system, GIS, GPS, Cloud Computing, Concept of hardware, software and firmware. Use of computers in e-governance and various public domains and services.

UNIT II

Computer organization: block diagram of computer and its functional units.

Input devices - keyboard, scanner, mouse, light pen, bar code reader, OMR, OCR, MICR, track ball, joystick, touch screen camera, micetc.

Output devices: monitors – classification of monitors based on technology -CRT & flat panel, LCD, LED monitors, speakers, printers – dot matrix printer, ink jet printer, laser printer, 3D Printers, wi-fi enabled printers, plotters and their types, LCD/LED projectors.

Computer memory and its types, Storage devices: Magnetic tapes, Floppy Disks, Hard Disks, Compact Disc – CD-ROM, CD-RW, VCD, DVD, DVD-RW, usb drives, Blue Ray Disc, SD/MMC Memory cards.

UNIT III

Programming Concept and its planning: Purpose of writing a program, Steps in Program Development, Characteristics of a Good Program, development of an Algorithm, Flow Charts through examples.

PROGRAMMING LANGUAGES: History, Classifications, Low Level, Assembly, High Level languages and 4GL, Advantages & Disadvantages of Programming Languages.

TYPES OF SOFTWARE: System Software, Translators, Compilers, Interpreters, Assemblers, Operating System, Linkers, Libraries & Utilities, Application Software, Packaged & Tailored Softwares. Examples of word-processing, spreadsheets, presentation, multimedia, graphics, accounting, statistical analysis, MIS software and other utility software available.

UNIT IV

OPERATING SYSTEMS: Introduction, Types of O.S.: Single User, Multi User, Multi Programming, Multi-Tasking, Real Time, Time Sharing, Batch Processing, Parallel Processing, Distributed Processing. File Allocation Table (FAT & FAT 32), NTFS, Drives, files & directory structure and its naming rules, booting process details of DOS and Windows, system files.

Examples of Operating systems prevalent around the world, Windows, Linux, iOS, Android and others. The concept of Open source, its advantages and limitations.

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Virus- working principles, Types of viruses, virus detection and prevention, viruses on network, Antivirus software.

UNIT V

WWW, Browser, Search Engine, Uses of the Internet, Basic Services of Internet, Difference between website and portal.

Use of computers in communication : Communication Process, Communication types- Simplex, Half Duplex, Full Duplex, Communication Protocols, Communication Channels - Twisted, Coaxial, Fiber Optic, Serial and Parallel Communication, Modulation and Demodulation; Modem - Working and characteristics, Types of network Connections - Dialup, Leased Lines, ISDN, DSL, RF, Broadband, Types of Network - LAN, WAN, MAN, Internet, VPN etc., Topologies of LAN - Ring, Bus, Star, Mesh and Tree topologies, Components of LAN -Media, NIC, NOS, Bridges, Adaptors, HUB, Routers, Routers, Repeater and Gateways.

Text books & Reference books:

1. Computer Today By S.K. Basandra
2. Computer Fundamentals By P.K. Sinha
3. Operating System By Peterson
4. ~~Easy Approach To Computer Course By G.K. Iyer~~
5. Operating System By S. Galvin
6. Fundamentals of Information technology, Alexis Leon & Mathews Leon, Vikas Publishing House, New Delhi.

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Paper Code: BCA-102

Paper Title: English Language and Communication

Max Marks: 40

UNIT I

Grammar :

Parts of Speech, Determiners, Tenses, Sentences : Simple, Compound and Complex, Voice-Active and Passive, Narration. Common Errors.

UNIT II

Lexis:

Use of Dictionary and Thesaurus, Vocabulary: Word formation, Synonyms, Antonyms, words with similar and dissimilar meanings, Homophony, Prefixes and Suffixes, Phrases: Noun phrase, verb phrase, adjective phrase, adverb phrase and prepositional phrase.

Unit III

Communication and Language Skills:

Importance of communication, Elements of communication, Skills of communication--listening, reading, writing and speaking. Verbal and Non-Verbal Communication, Comprehension, Paragraph writing-its methods and types, Precis Writing, Summary Writing, Note-Making And Note-Taking, Writing minutes & Memos. Importance of feedback and reporting in business/corporate environment., Business Etiquettes and Mannerisms

UNIT IV

Oral Business Communication:

The Oral Channel And Its Use In Business Transactions , Principles of effective communication, Preparing For A Speech- Informal and Formal speech, Writing A Speech On A Given Topic Or For An Occasion , Writing the Chairman's speech. Preparing for Interviews, Group Discussion and Conferences. Reports And Proposals : Classification, Importance of reports, Preparing To Write A Report, Features of Effective Report , Types Of Business Reports, Reports of Committees, Sample Reports. Preparing a Proposal. Business Correspondences - Offer, Enquiry, Quotation, Order, Execution, Claim, Complaint and Adjustments.

UNIT V

Written Business Communication:

Importance, Concept, Advantages and Disadvantages of written business communication. Need of Business letters. Layout/Structure of A Business Letter, Kinds of business letters. Essentials of an effective business letter, Enquiries, Replies, Orders, Credit and Reference letters. Supply letters, Dunning letters, Sales letters, Circular letters. Drafting Official letters. – rules to be observed for drafting of official letters, writing application for jobs. Preparing CV for job. Modern Forms of Communication—fax, E-Mail, Video Conferencing, International Communication, Adapting to Global business.

Text Books & Reference Books :

1. Wren and Martin high school grammar, S. Chand Publications
2. Essential Grammar in Use - Raymond Murphy
3. Practical English Usage - Micheal Swan
4. Business Communication- Rai&Rai , Himalaya Publications.

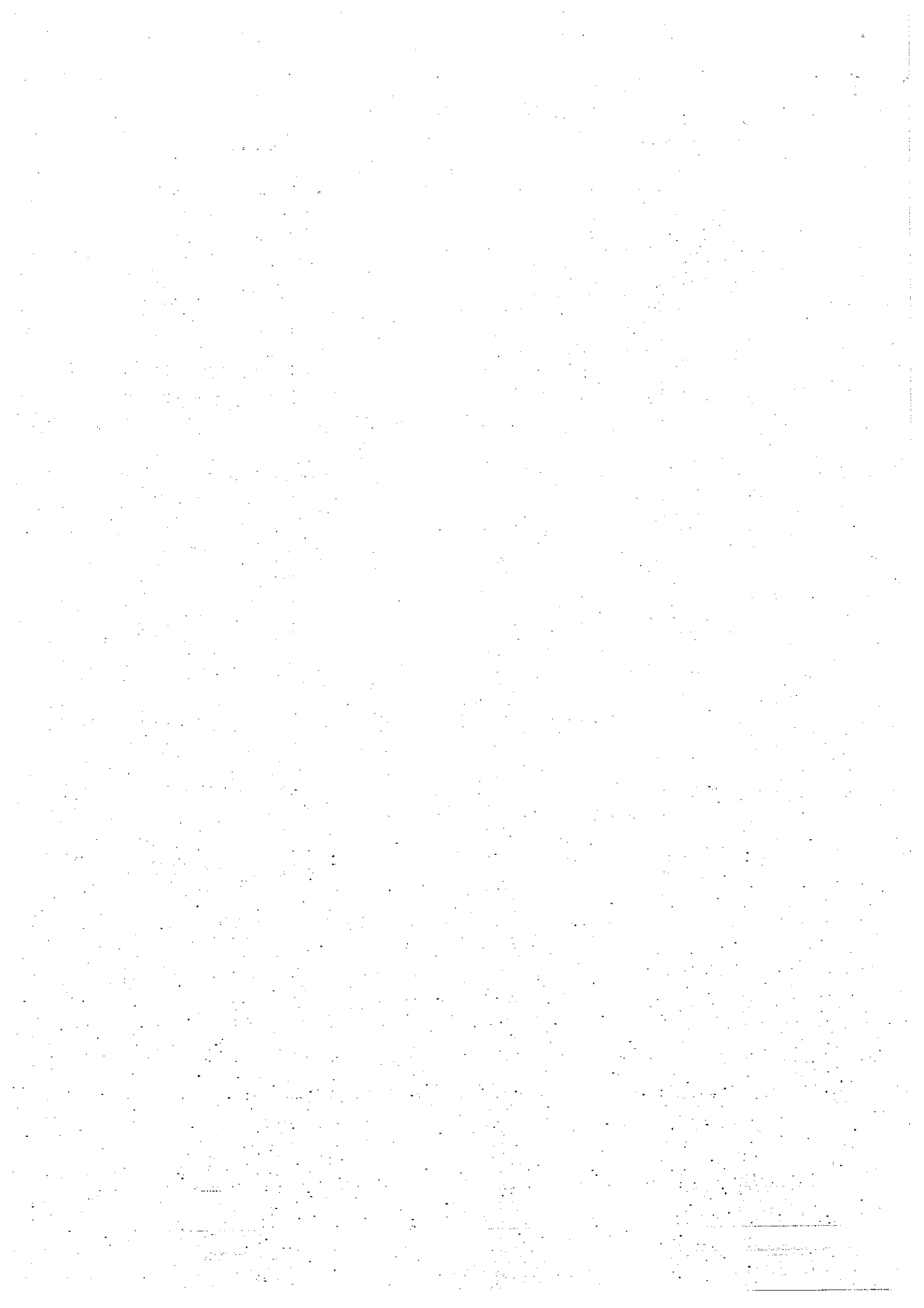
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5. Speaking And Writing For Effective Business Communication,
Francis Sunderaraj , Macmillan India Ltd.
6. Business Communication Essentials – Courtland L.Bovee
7. FOUNDATIONS OF BUSINESS COMMUNICATION: An Integrative Approach —
Dona Young
8. Business Communication – Sangeeta Magan
9. Professional communication skills- A K Jain, Pravin Sr Bhatia , A M Sheikh, S. Charid
Publications

Amur
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Paper Code: BCA-103

Paper Title: OFFICE AUTOMATION PACKAGES AND TOOLS

Max Marks: 40

UNIT I

MS Windows: Introduction to MS-Windows; Features of Windows; Various versions of Windows & its use; Working with Windows; My Computer, Accessories & Recycle bin; Desktop, Icons and Windows Explorer; Screen description & working styles of Windows; Dialog Boxes & Toolbars; Volume Control, Working with Files & Folders; simple operations like copy, delete, moving of files and folders from one drive to another, Shortcuts & Auto start, Accessories, Windows Settings using Control Panel- setting up common devices using control panel, modem, printers, audio, network, fonts, creating users, internet settings, Start button & Program lists; Installing and Uninstalling new Hardware & Software program on your computer, maintaining user accounts, setting up system date and time.

Office Packages- Office activities and their software requirements, Word-processing, Spreadsheet, Presentation graphics, Database, introduction and comparison of various office suites like MSOffice, Lotus Notes, Star Office, Open Office etc.

UNIT II

MS Word : Introduction , Features & area of use. Working with MS Word : Ribbon tabs-Home, Insert, Page Layout, References, Mailings, Review, View. Creating a New Document; Different Page Views and layouts; Applying various Text Enhancements; Working with – Styles, Text Attributes; Paragraph and Page Formatting; Text Editing using various features ; Bullets, Numbering, Auto correct, change case, sorting, Printing & various print options.

Advanced Features of MS-Word: Spell Check, Thesaurus, Find & Replace; Headers & Footers ; Inserting – Page Numbers, Pictures, Files, Auto text, Symbols, formula etc.; Working with Columns, Tabs & Indents; Creation & Working with Tables including conversion to and from text; Margins & Space management in Document; Adding References and Graphics; Mail Merge, printing Envelops & Mailing Labels. Importing and exporting to and from various formats. Working with OPTIONS in MS-WORD.

UNIT III

MS Excel: Introduction ,features and area of use; Working with MS Excel.; concepts of Workbook & Worksheets; Using Wizards; Various Data Types; Using different features with Data, Cell and Texts; Inserting, Removing & Resizing of Columns & Rows; Working with Data & Ranges; Different Views of Worksheets; Column Freezing, Labels, Hiding, Splitting etc.; Using different features with Data and Text; Use of Formulas, Calculations & Functions; Cell Formatting including Borders & Shading; Working with Different Chart Types; Printing of Workbook & Worksheets with various options.

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UNIT IV

MS PowerPoint: Introduction & area of use; Working with MS PowerPoint: Creating a New Presentation; Working with Presentation; Using Wizards; Slides & its different views; Inserting, Deleting and Copying of Slides; Design slides using themes, colors, and special effects. Adding special effects to slide transitions. Working with Notes, Handouts, Columns & Lists; Adding Graphics, Sounds and Movies to a Slide; Working with PowerPoint Objects; Designing & Presentation of a Slide Show; Printing Presentations, Notes, Handouts with print options. Working with master slides.

UNIT V

MS Access : Introduction to database, Relational Database, Database Elements, Tables, Query .Opening and Closing Access Interface Window, Different tabs and icons on ribbon, creating a New database in Access, save and open database, Table creation, Database view and Design View. Data Types, Field Properties, Fields: names, types, properties, Data Entry, Add record, delete record, edit text, Sort, find/replace, filter/ select, rearrange Columns.

Text books and Reference books :

1. Learn Microsoft Office – Russell A. Shultz – BPB Publication
2. Microsoft Office – Complete Reference – BPB Publication

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Paper Code: BCA-104

Paper Title: PROBLEM SOLVING AND PROGRAMMING THROUGH C

Max Marks: 40

UNIT I

Use of Algorithm for problem solving. Flow Charts - Symbols, Rules for making flow chart. Program Concept and logic development, Algorithm and flowcharts as programming aids, Characteristics of Programs, Various stages in Program Development, Programming Techniques - Top down, Bottom up, Modular, Structured - Features, Merits, Demerits, and their comparative study.

Programming Logic- Simple, Branching, Looping, Recursion, Cohesion & Coupling, Program Testing & Debugging & their Tools.

UNIT II

Introduction to C language, standard features of C, Structure of a C program. Introduction to C compilers, Creating and compiling C Programs, IDE features of Turbo C compiler, Command line options to compile C program in TC.

Keywords, Identifiers, Variables, constants, Scope and life of variables - local and global variable. Data types, Expressions, Operators: Arithmetic, Logical, Relational, Conditional and Bit wise Operators. Precedence and Associativity of Operators, Type conversion. Basic input/output library functions: Single character input/output i.e. getch(), getchar(), putchar(), putchar(). Formatted input/output - scanf() and printf(). Library functions: Mathematical & Character functions, Storage classes.

UNIT III

Declaration statement, conditional statement: If statement, If....Else statement, Nesting of If....Else Statement, else if ladder, The ?: operator, Switch statement. Iteration statements: for loop, while loop, do-while loop. Jump statements: break, continue, goto, exit().

ARRAYS: concept of Single and Multi Dimensional arrays, Array declaration and initialization of arrays. Strings: declaration, initialization, string functions.

UNIT IV

The need for C functions: User defined and library functions, prototype of functions, prototype of main() function. Calling of functions, Function arguments, argument passing: call by value and call by reference, Return values. Nesting of functions, Recursion, Array as function argument, Command line arguments. Storage class specifiers - auto, extern, static, register.

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UNIT V

Defining structure, Declaration of structure variable, typedef, Accessing structure members, Nested structures, Array of structure, Structure assignment, Structure as function argument, Functions that return structure, uses of structure, Union.

Pointers- Fundamentals, Pointer declarations, Passing pointers to the functions, pointers and one dimensional array, dynamic memory allocation, Operations on pointers, arrays of pointers:

Concept of debugging. Finding Errors in the programs, error codes and their meanings, Various debugging options in Turbo C compiler. (Debug and Options Menu of the TCC IDE)

File Handling - Defining, opening & closing a file, Functions for processing and creation of files- Reading, Writing, Accessing(tell()) & Seeking(seek()). Access modes-read, write and append.

Textbooks & Reference books :

1. "Programming In C", by E. Balaguruswamy, TMH Publications
2. Schaums Outline Series, by Gottfried
3. The C programming Language by Brian W Kernigham and Dennis M Ritchie
4. Y. Kanetkar, "Let us C" by Y Kanetkar, BPB Publications
5. "C The Complete Reference", H. Schildt, Tata McGraw Hill
6. Problem solving and program design with 'C' by Elliot Koffman
7. Problem solving and programming by Kenneth A Barclay

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Paper Code: BCA-105

Paper Title: BUSINESS MATHEMATICS

Max Marks: 40

UNIT I

Trigonometry: Angles & their Measurement, Values of Trigonometric Ratios and their Graphical Representations, Height and Distances.

UNIT II

Theory of Indices, Definition & Types of Matrices, Elementary Transformation of Matrices, Determinant and Matrices, Special Matrices, Inverse of a Matrix.

UNIT III

Frequency Distribution, Histogram, Measure of Central Tendency, Mean, Mode, Median, Standard Deviation.

UNIT IV

Ratio And Proportion, Percentage, Commission & Brokerage, Discount, Profit & Loss.

UNIT V

Limits & Continuity, Limits of Functions, Infinite Limits, Limits at Infinity, Continuous Function, Differentiation of 1st and 2nd Order, Integration – finite, infinite, addition, subtraction & multiplication.

Text Books and Reference Books:

1. Business Mathematics BY *S.M.SHUKLA*.
2. Fundamental of Statistics BY *ELHANCE & ELHANCE*.
3. Mathematical Statistics BY *H.S.SHARMA*
4. Differential & Integral Calculus BY *RAY & SETH*.
5. Matrices BY *RAY & SETH*.

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Paper Code: BCA-106

Paper Title: DIGITAL COMPUTER ORGANIZATION

Marks- 40

UNIT I

Data Representation: Number System: Binary, Octal, Hexadecimal, Conversions from one-base to another, Binary Arithmetic, Unsigned binary number, signed magnitude number, Fixed-point and Floating point representation of numbers, BCD Codes, ASCII code, EBCDIC, Unicode, excess-3 code and gray code, 2's complement arithmetic.

UNIT II

Binary Logic: Boolean algebra, Boolean Theorems, Boolean Functions and Truth Tables, Canonical and Standard forms of Boolean functions, Simplification of Boolean Functions, SOP and POS form, Karnaugh Maps.

Digital Logic gates: Basic Gates – AND, OR, NOT, Universal Gates – NAND, NOR, Other Gates – XOR, XNOR, NAND, NOR, Multilevel NAND and NOR circuits.

Combinational Circuits: Half-Adder, Full-Adder, Subtractor, Encoders, Decoders, Multiplexers, De-multiplexers. Sequential Circuits: Flip-flops-RS, D, JK, T & Master-Slave flip-flops, Registers, Counters.

Unit III

Memory: Memory cells - SRAM and DRAM cells, Primary memory-RAM, ROM, PROM, EPROM, PLA programmable logic array, Secondary memory and its types, Internal Organization of a memory chip, Organization of a memory unit, Concept of cache memory, Organization and levels of cache memory, Concept of virtual memory, memory accessing methods: serial and random access.

Hardware support for memory management.

UNIT IV

Bus, word length, processing speed, microprocessor, General architecture of CPU, Instruction format, Instruction set: data transfer instructions, Data manipulation instructions, program control instructions. Von Neumann model.

Types of CPU organization: Accumulator based, stack based and general based machine, Addressing modes. Basic introduction to CISC/RISC

Unit V

Data transfer modes : Serial, Parallel, Ethernet, USB, Wi-Fi, Bluetooth;

Data transfer scheme (1) programmed data transfer-Synchronous, Asynchronous and Interrupt driven data transfer scheme, (2) Direct memory access data transfer.

Text books & Reference books:

1. M. Morris Mano, Digital Logic and Computer Design, Prentice Hall of India Pvt. Ltd.
2. W. Stallings, "Computer Organization and Architecture - Designing for Performance"
3. Andrew S. Tanenbaum. Structured Computer Organization. Prentice Hall of India Pvt. Ltd.
4. J. P. Hayes, "Computer Architecture and Organization". McGraw-Hill.
5. Computer Fundamentals and Architecture by B. Ram

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Paper Code: BCA-107

Paper Title: Accounting and Financial Management

Marks: 40

UNIT I

Purpose of Accounting and Uses of Accounting Information, The basic Financial Accounts, types of accounts, Rules of Entries of transaction, Journal Cash Book – Types, Format of Cash book, Balancing of Cash Book, Subsidiary books – Purchase, Sales, Purchase return and sales return. Ledger, posting of entries. Double Entry book-keeping.

UNIT II

Trial Balance, Rectification of errors, adjustment entries. Depreciation and Inflation. Valuation of Assets and Depreciation Methods: Straight Line Method, Diminishing Balance Method, Sinking Fund Method, Insurance Method and Annuity Method.

UNIT III

Preparation of Financial Account: Trading Account, Profit and Loss Account and Balance Sheet.

UNIT IV

Finance function and its objectives, tools for financial analysis, capitalization, over capitalization analysis under capitalization.

UNIT V

Ratio analysis, funds flow and cash flow analysis, Meaning Interpretations of ratio, classification of ratio.

Textbooks & Reference books

1. Dr. S P Gupta, Management Accounting
2. I.M. Pandey, Financial Management
3. Financial Management by Khan and Jain
4. Management Accounting by Shashi K. Gupta
5. Financial Accounts by S M Shukla
6. Financial Decision Making by Van Horne & James C
7. Financial Management and Policy by V. K. Bhalla
8. Double entry Book Keeping Accountancy Principles by T. S. Grewal
9. Advanced Accounting by R L Gupta
10. Accounting Principles by R N Anthony and Reece

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Suggested List of Practicals for BCA I Year

Office Automation Packages and Tools

Using MSWord

1. Create a document and apply different Editing options.
2. Create Banner for your college.
3. Design a Greeting Card using Word Art for different festivals.
4. Create your Biodata and use page borders and shading.
5. Create a document and insert header and footer, page title etc.
6. Implement Mail Merge.
7. Insert a table into a document.
8. Create a document and apply different formatting options.

Using MS Excel

1. Design your class Time Table.
2. Prepare a Mark Sheet of your class result.
3. Prepare a Salary Slip of an employee of an organisation.
4. Prepare a bar chart & pie chart for analysis of Election Results.
5. Prepare a generic Bill of a Super Market.
6. Work on the following exercises on a Workbook:
 - a. Copy an existing Sheet
 - b. Rename the old Sheet
 - c. Insert a new Sheet into an existing Workbook
 - d. Delete the renamed Sheet.

7. Prepare an Attendance sheet of 10 students for any 6 subjects of your syllabus. Calculate

their total attendance, total percentage of attendance of each student & average of attendance.

8. Create a worksheet of Students list of any 4 faculties and perform following database functions on it.

- a. Sort data by Name
- b. Filter data by Class
- c. Subtotal of no. of students by Class.

Using MS PowerPoint

1. Design a presentation of your institute using auto content wizard, design template and blank presentation.
2. Design a presentation illustrating insertion of pictures, Word Art and ClipArt.
3. Design a presentation, learn how to save it in different formats, copying and opening an existing presentation.
4. Design a presentation illustrating insertion of movie, animation and sound.
5. Illustrate use of custom animation and slide transition (using different effects).
6. Design a presentation using charts and tables of the marks obtained in class.
7. Illustrate use of macro in text formatting in your presentation.

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Using MS Access

1. Create a table "Student" for storing records of 5 students under following columns. Scode, Sname, Result, Sclass.
2. Create a table for storing records of 5 employees for an organization- ECode, EmpName, EmpDesig, EmpDept, EmpSal.
3. Display records of employee of Comp. Dept.
4. Write a query to select records of student table of class B.Com. II.
5. Write a query to display student name and result of pass student.
6. Display record of employee whose salary is greater than 30,000.
7. Create a table in MS Access under these columns:- BookID, BookName, Author, Publication.
8. Delete a record from book table whose BookId = "1001".

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Suggested List of Practicals for BCA I Year

Programming in C

1. Write a program to print digits of entered number in reverse order.
2. Write a program to print sum of two matrices.
3. Write a program to print subtraction of two matrices.
4. Write a program to print multiplication of two matrices.
5. Write a program to demonstrate concept of structure.
6. Write a program for finding the root of a Quadratic Equation.
7. Write a program for generating Mark sheet.
8. Write a programme for finding the sum of given matrices of order m x n
9. Write a programme for finding the multiplication of given matrices of order m x n
10. Write a program to generate even/odd series from 1 to 100.
11. Write a program to find area of a circle, rectangle, square using case.
12. Write a program to check whether a given number is even or odd.
13. Write a program whether a given number is prime or not.
14. Write a program for call by value and call by reference.
15. Write a recursive program to calculate factorial of a given number.
16. Write a program to generate a series
 $1+1/1!+2/2!+3/3!+-----+n/n!$
17. Write a program to create a pyramid structure
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18. Write a program to create a pyramid structure
1
12
123
1234
19. Write a program to create a pyramid structure
1
22
333
4444
20. Write a program to reverse a string.
21. Write a program to find whether a given string is PALINDROME or not.
22. Write a program to input 10 numbers add it and find it's average.
23. Write a program to generate series
 $1+1/2!+1/3!+-----+1/n!$
24. Write a program to print table of any number.
25. Write a program to print Fibonacci series
26. Write a program to find length of string without using function.
27. Write a program to perform all arithmetic operations using case statement.
28. Write a program to check entered number is Armstrong or not.

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