

Level - I [Certificate Course]  
**Compulsory Computer Education**

**Syllabus**

Theory : 50 Marks

External : 35

Practical : 25 Marks

Internal 15

**Syllabus Outlines**

- 1. Knowing Computer :** What is computer, Basic Applications or Computer; components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other Input/Output Devices, Computer Memory, Concepts of Hardware and Software; concept of computing, Data and Information Applications of ICT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply, binary number system, conversions - binary to octal, decimal, hexadecimal and vice versa.
  - 2. Operating Computer Using GUI Based Operating System :** What is an Operating System; Basic of Popular Operating systems, The User Interface, using Mouse, Using right button of the Mouse and Moving Icons on the screen, Use of Common Icons, status Bar, Using Menu and Menu-selection, Running an Application, Viewing of file, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different windows; Using help; Creating Shortcuts, Basics of O.S. Setup; Common utilities.
  - 3. Understanding Word Processing :** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
  - 4. Using Spread Sheet :** Basics of Spreasheet, Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, Printing of Spread Sheet.
  - 5. Introduction to Internet, WWW and Web Browsers :** Basic of Computer networks; LAN, WAN, Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browing Software, Search Engines; Understanding URL; Domain name; IP Address; A Using E-governance website.
- Communications and Collaboration :** Basics of Electronic mail, Getting and email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.
- Making Small Presentation :** Basics of Presentation Software, Creating Presentation; Preparation and Presentatioin of Slides; Slide Show; Taking printout of presentation/ handouts.

## COMPUTER AWARENESS (LEVEL – II)

### L2 – (I) PC SOFTWARE AND ICT w.e.f. 2010-11

Max. Marks: 100

Exam Duration: 3 Hrs

Pass Marks: 35

Workload: 3 periods/week

Note: The examiner will set total 10(ten) questions covering the entire syllabus. Student will attempt any five questions. All questions will carry equal marks.

**Spread Sheet:** Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths, Copying of cells, Mathematical, Statistical and Financial function, Drawing different types of charts.  
**Presentation Software:** Creating, modifying and enhancing a presentation, Delivering a presentation, Using sound, animation and design templates in presentation.  
**ICT Fundamentals:** Basics of Information Communication Technology, Computer Networks and their advantages, Types of Computer Network, Network Topologies, Basics of Transmission Media  
**Internet Advanced Services:** Downloading/uploading files using ftp/telnet, Chatting, Video conferencing, Online storage of data on Google, and Yahoo, Configuring and Using Outlook Express for E-Mail

#### REFERENCES BOOKS

1. Microsoft Office – Complete Reference – BPB Publication
2. Learn Microsoft Office – Russell A. Stultz – BPB Publication
3. Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB

### L2 – (II) SOFTWARE LAB – II

Max. Marks: 100

Exam Duration: 3 Hrs

Pass Marks: 35

Workload: 3 periods/week

#### Presentation Software

1. Make a presentation of College Education System using (a) Blank Presentation, (b) From Design Template, and (c) From Auto Content Wizard.
2. Make a presentation on "Wild Life". Apply various colour schemes, audio effects and animation schemes.

#### Spread Sheet

1. Generation of Electricity Bill, Telephone Bill, Salary Statement of an Employee and Mark Sheet of a student etc.
2. Apply various mathematical, statistical and financial functions on any worksheet.
3. To compute mean/median/mode in any worksheet.

# B.Com 2nd Sem Syllabus

Duration: 3 hrs.

Maximum Marks (External): 80  
(Internal): 20\*

The syllabus is divided in three units i.e. Unit-I, Unit-II and Unit-III. Paper-setter will set ten questions in all i.e. three questions carrying 15 marks each from each unit and Question No. 10 comprising of five short types questions carrying four (4) marks each covering the entire syllabus. Student is required to attempt five questions in all selecting at least one question but not more than two from each unit. Question No. 10 is compulsory.

## UNIT- I

**Introduction to Computers:** definition of computer; components of computer; characteristics of computers; classification of computer, Application of Computers; input and output devices; memory and mass storage devices, Computer Software – introduction; types of software - system, application and utility software, introduction to operating system, types of operating systems, function of operating system,

## UNIT- II

**Introduction to Windows:** Evolution of Windows; Types of windows, Windows as an Operating System, Use of GUI in Window Explorer, Control Panel, Paintbrush Tools  
**Data Processing System:** Concept of data; Information and data processing; Need and Uses of Information; Characteristics of Information; Levels of Information; Types of Data Processing System, Networks basic, types of networks, topologies.  
**G-mail:** opening an account, g-mail address, finding g-mail address, adding signature, attaching files, opening attachments, managing e-mail account.

## UNIT- III

**Information Technology and Business –** An overview, concepts of data, information and computer based information system, Impact of information technology on business -business data processing, intra-organisational and inter-organisational communication by using network technology, business process and knowledge process outsourcing, Types of Information System- Transaction Processing System (TPS), Management Information System (MIS), Introduction to Internet, application of Internet, uses of Internet, Internet services, Effects of IT on business.  
 \*Internal Assessment will be based on the practical being conducted by the Internal Examiner.

### Suggested Readings:

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

**Paper – BC 2.6: COMMERCE PRACTICAL & VIVA-VOCE**

Maximum Marks : (External): 50



**Paper – BC 3.6(i): COMPUTER APPLICATIONS IN BUSINESS**

**Duration: 3 hrs.**

**Maximum Marks: Practical (External):100**

**Unit-I**

**Word Processing:** Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables; Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge; including linking with Database; Printing documents, Creating Business Documents using the above facilities

**Unit-II**

**Preparing Presentations:** Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities

**Unit-III**

**Spreadsheet and its Business Applications :** Spreadsheet concepts, Managing worksheets: Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs Generally used Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions

**Creating Business Spreadsheet:** Creating spreadsheet in the area of: Payroll statements: Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression

**Note:** There shall be a practical examination of 100 Marks (Practical-70 Marks, Viva-20 Marks and Work Book- 10 Marks). The practical will be conducted by the external and internal examiner as per university norms.

**Suggested Readings:**

1. Absolute Beginner's Guide to Computer Basics, Michael Miller.
2. Microsoft Word 2010 Step by Step(Microsoft) by Curtis Frye.
3. Excel 2010 For Dummies, Greg Harvey.
4. Teach Yourself VISUALLY Excel 2010, Paul McFedries.
5. Introduction to Computer Application, Sushila Madan

9th Sem UNIT-I Syllabus  
Software Packages for Office Applications- Word Processing using MS Word, Spreadsheets using MS Excel, Presentations using MS PowerPoint, Creating web pages and web applications with HTML, Business functionalities using Tally software.

### UNIT-II

Electronic Data Processing: An introduction; Data processing cycle; data hierarchy; data file structure; file organization, Data Base Management Systems

### UNIT-III

Telecommunication and Networks: Types of Telecommunication Networks, Telecommunications Media, Network Topologies, Network Architectures-The OSI Model, The Internet, Intranet and

*[Handwritten signatures]*

Extranets: Operation of the Internet, Services provided by Internet, World Wide Web, Intranet and Extranets.

### UNIT-IV

Cyber Security: Perspective of Cyber security, Application security, Information security, Network security, End-user education, Cryptography / Encryption, Security issues in wireless, Security Threats and Vulnerabilities, Ethical Responsibility - Business Ethics, Technology Ethics; Cyber Crime and Privacy Issues, Brief introduction to Information Technology Act, 2000, IT (Amendment) Act.

#### Suggested Readings:

1. Ram, B., *Computer Fundamentals*, New Age Publications.
2. Rajaraman, V., *Introduction to Information Technology*, PHI.
3. Shrivastava., *Fundamental of Computer & Information Systems*, Wiley Dreamtech.
4. Chwan-Hwa (John) Wu, J. David Irwin, *Introduction to Computer Networks and Cybersecurity*, CRC Press.
5. Aparna Viswanathan, *Cyber Law*, Lexis Nexis Butterworths

#### Important Instructions for the Course Coordinator and the Examiner:

- The list of cases and specific references including recent articles will be announced in the class at the time of launching of the course by the Course Coordinator.
- As per ordinance 2021-22 approved by Academic Council held on 24.07.2021:  
For End-term examination of 4/3/2 credit course, the examiner is required to set 9/7/5 questions in all where the first question will be compulsory consisting of five short answer type questions (2 marks) covering the whole syllabus, in addition to 8/6/4 long answer type questions two from each unit. The students shall be required to attempt 5/4/3 questions in all, selecting compulsory question of 10 marks and one question from each unit.



B.A 3rd Year

Pass Marks: 35  
Workload: 3 periods/week

Note: The examiner will set total 10(ten) questions covering the entire syllabus. Student will attempt any five questions. All questions will carry equal marks.

Scripting Language: Basics of HTML, Basic tags, Document tags, Empty tags, Comment lines, Ordered and unordered lists, Menu list, Absolute links, Relation links in web sites, Table handling, Image and Pictures, Frames, Forms, Animation, Use of colors.

Web authoring tools: Front Page express and explorer, Front Page editor, Application of themes, Formatting of text on web page, Creation of web pages, web sites, hyperlinks, Images, Sound and Video effects, Tables handling, Frame and frame properties, Tasks views, Web wizards, Radio buttons and Command buttons.

### REFERENCE BOOKS:

1. C. Xavier, World Wide Web Design with HTML, Tata McGraw Hill
2. NIIT, Basics of Website Design, PHI Learning Private Limited, New Delhi
3. Microsoft Office Frontpage - The Complete Reference, Tata McGraw-Hill

### L3 – (II) SOFTWARE LAB – III

Pass Marks: 35  
Workload: 3 periods/week

Max. Marks: 100  
Exam Duration: 3 Hrs

#### HTML

1. Create any web page using following HTML tags: (a) Background Colour, (b) Font (Colour, Size, Face), (c) Bold/Italic/Underline, (d) Big/Small, (e) H1, H2, etc., (f) Marquee, (g) Ordered/Unordered Lists
2. Create an employee table and apply various table handling operations on it using HTML.
3. Implement the concept of Frames in a Web page.
4. Design Home page of your Institute and insert images in it.
5. Prepare your CV and link it on the web page.
6. Create a web page and use various sound effects/animation schemes in it.

#### Front Page

Use Front Page to

1. Create a web page using different text styles.
2. Create a new page using clip art gallery.
3. Create a new page using image from a scanner.
4. Create a web page showing a tourism spot of your area.
5. Create a web page having various table handling operations.