

## BA I SEMESTER (COMPUTER SCIENCE)

### COMPUTER FUNDAMENTALS, MS-WORD & PRESENTATION

Subject code	BACA-101	IA Marks	10
No. of Lecture hrs. /Week	04	Exam hrs.	03
Total No. of Lecture Hours	52	Exam Marks	60

#### UNIT-1:

**Introduction to Computers:** Definition of Computers, History and Generations of Computers, Characteristics of computer, Classification of Computers. Fundamental Block diagram of Computer: CPU, Input & Output Unit. Input devices, Output devices, Types of printer's, Memory, CD-ROM, Hard disk, Floppy disk. **14 hrs.**

#### UNIT-2:

**Software:** Definition of Software, Types of Software-System software, Application software and Utility software. Computer Languages: Definition, types of Programming languages, Language Processors :Assemblers, Interpreters, Compiler and Editors. Introduction to Operating Systems: Types of Operating System, Functions of Operating System examples. MS-DOS Internal and External Commands. **10 hrs.**

#### UNIT-3:

**Windows:** Introduction to Windows, Starting Windows, Desk Top, Task Bar, Start Up Menu Working with programs and icons-Adding, removing, starting and quitting programs and icon. Working with files and folders-creating, deleting, opening, finding, copying, moving and renaming files and folders. Control Panel, setting, My Computer, Recycle bin, My documents, drives. Windows notepad, Accessories and windows Explorer. **08hrs.**

#### UNIT-4:

**MS-Word:** Overview of Word Processing, Parts of word window, Types of Menus . Opening, creating saving, cut, copy and paste. print and print preview. Find and Replace, Header & Footer, save & save as, Borders and shading, Bullets & Numbering, spelling and Grammar, Word count, Mail Merge, Table handling and important shortcut keys, Macros. **10 hrs.**

#### UNIT-5:

**MS-PowerPoint:** Overview of MS-PowerPoint, Slides, PowerPoint views, Auto content wizard, Custom Animation, Transition and build effects, Printing slides and important shortcut keys. **10 hrs.**

#### REFERENCES:

1. Microsoft Office 2007 Training Guide, BPB Publications-2010
2. Fundamentals of Computers, V Rajaraman 6<sup>th</sup> edition PHI Learning Private Limited 2014
3. Sanjay Saxena: A First Course in Computers. Vikas Publishing House.
4. Peter Norton: Computing Fundamentals. 6<sup>th</sup> Edition, McGraw Hill-Osborne, 2007
5. Alexis Leon and Marthews Leon: Introduction to Computers, Leon Vikas, 1999.

## COMPUTER LAB-I (BASED ON BACA-101)

Subject Code		IA Marks	10
No.of Practical hrs. /Week	02+02	Exam hrs.	03
Total No. of Practical hrs.	04	Exam Marks	20

### **Practical hours: 2 hrs. twice/Week:**

The students shall gain hands-on experience of using MS-Word and Presentation, MS-DOS commands

### **Question paper pattern:**

1. Theory: The question paper has 2 parts. Part I contains 10 compulsory questions of 1 mark each. Part II contains 7 questions out of which 5 have to be answered. Each question carries 10 marks. Every question has A. and B. sub questions.
2. Practical: The practical marks of 20+10 is distributed as follows.
  - a. Writing 2 programs 10 marks (5 each)
  - b. Execution of one program 08 marks
  - c. Viva-voce 02 marks
  - d. Record book +Lab Test 10 marks

### **Note:**

- 1) A maximum of 15 (minimum -12) shall be done by each student.
- 2) The Internal Assessment Marks (Max. 10) shall be awarded by the concerned course teacher based on a practical test conducted by him/her and Record book completion during the semester

## **BA II SEMESTER (COMPUTER SCIENCE)**

### **INTERNET& WWW, E-MAIL, NETWORK, MS-EXCEL& ACCESS**

Subject code	BACA-102	IA Marks	10
No. of Lecture Hrs/Week	04	Exam Hrs	03
Total No. of Lecture Hours	52	Exam Marks	60

#### **UNIT-1:**

**Internet, World Wide Web:** Introduction to Internet, Internet Access, Internet Basics, Protocols-TCP/IP,HTTP,FTP, Addressing, World Wide Web(WWW), Web Pages & HTML, Web browsers, Searching for information-search engines. Internet chat. Applications of Internet. Advantages and Disadvantages of Internet. **10 hrs.**

#### **UNIT-2:**

**E-mail:** Introduction to e-mail, Mailing basics, e-mail ethics, creating an e-mail id, spanning, composing a mail, receiving and replying the mail, Advantages and Disadvantages of e-mail services, Mailing lists, News groups. **10 hrs.**

#### **UNIT-3:**

**Networking& web Designing:** The need and use of Computer Networks. Concepts of Networking-LAN, WAN, MAN. ISP's in India and their responsibilities. Video Conference, downloading and uploading files. Introduction to HTML, Basic tags, Formatting tags, Style sheets, Table handling, Lists, Hyperlinks in HTML. **10 hrs.**

#### **UNIT-4:**

**MS-EXCEL:** Overview of Spreadsheet, Opening, creating, saving work sheet and work book. Copy &paste, insert rows/columns, formatting, formula, print& print preview,. Functions: Types of functions, sort, filter and basic operations. Advanced features such as charts/graphs. Different formulae for calculations. **10 hrs.**

#### **UNIT-5:**

**MS-ACCESS:** Overview of MS-Access, Main elements of Access, Table, Queries, creating Forms, entering and updating data using Forms, finding, editing and deleting data in a Form, Reports, Relationships. **12 hrs.**

#### **REFERENCES:**

1. Microsoft Office 2007 Training Guide, BPB Publications-2010
2. Fundamentals of Internet & WWW, Greenlaw & Hepp, Tata McGraw Hill 2002
3. Fundamentals of Computers, V Rajaraman 6<sup>th</sup> edition PHI Learning Private Limited 2014
4. Sanjay Saxena: A First Course in Computers. Vikas Publishing House.
5. HTML 4 for Dummies, Ed Tittel 5<sup>th</sup> edition

## COMPUTER LAB-II (BASED ON BACA-102)

Subject Code		IA Marks	10
No. of Practical hrs. /Week	02+02	Exam hrs.	03
Total No. of Practical hrs.	04	Exam Marks	20

### **Practical hours: 2 hrs. twice/Week**

The students shall gain hands-on experience of using MS-Excel and MS-Access, HTML tags and Internet, email

### **Question paper pattern:**

1. Theory: The question paper has 2 parts. Part I contains 10 compulsory questions of 1 mark each. Part II contains 7 questions out of which 5 have to be answered. Each question carries 10 marks. Every question has A. and B. sub questions.
2. Practical: the practical marks of 20+10 is distributed as follows.
  - a. Writing 2 programs                      10 marks (5 each)
  - b. Execution of one program              08 marks
  - c. Viva-voce                                    02 marks
  - d. Record book +Lab Test                10 marks

### **Note:**

- 1) A maximum of 15 (minimum -12) shall be done by each student.
- 2) The Internal Assessment Marks (Max. 10) shall be awarded by the concerned course teacher based on a practical test conducted by him/her and Record book completion during the semester