

Computer Application Exam. 2023-24

B.A./B.Com./B.Sc.- (Semester-I)

(Optional Paper)

NEP Based Scheme

Faculty of Arts, Comm. & Science

+	Serial Number, Code & Nomenclature of Paper			Duration of Exam	Teaching Hrs/ Week & Credit			Distribution of Marks			Min Pass Marks	
	Year / Semester	Subject Code	Course Type		Nomenclature	L	P	C	Internal	Sem. Asses s.	Total Marks	Internal Assess.
I Year I Sem.		DCC	Introduction to Information Technology	3Hrs	4	...	4	30	70	100	12	28
		DCC	Lab on IT	2Hrs	0	4	2	15	35	50	8	18
Total							6			150		

+	Serial Number, Code & Nomenclature of Paper			Duration of Exam	Teaching Hrs/ Week & Credit			Distribution of Marks			Min Pass Marks	
	Year / Semester	Subject Code	Course Type		Nomenclature	L	P	C	Internal	Sem. Asses s.	Total Marks	Internal Assess.
I Year II Sem.		DCC	PC Software Packages	3Hrs	4	...	4	30	70	100	12	28
		DCC	Lab on PC Software Packages	2Hrs	0	4	2	15	35	50	8	18
Total							6			150		

Semester – I: Introduction to Information Technology

Time : 3 Hrs.

Max. Marks: 100

UNIT - I

Computer Basics: A Simple Model of a Computer : CPU, Memory and I/O units , Characteristics of Computers, Algorithms.

Computer Generation & Classifications: First, Second, Third, Fourth and Fifth Generation, Classification of Computers, Development of Indian Supercomputer 'PARAM': history, characteristics, strengths & weaknesses and basic architecture.

UNIT - II

Computer Memory: Memory Cell, Memory Organization, Read Only Memory, Serial Access Memory, Physical Devices Used to Construct Memories, Magnetic Hard Disk, floppy Disk Drives, Compact Disk, Read Only Memory, Magnetic Tape Drives.

UNIT – III

Data Representation: Representation of Characters in Computers, Representation of Integers, Representation of Fractions, Hexadecimal Representation of Numbers, Decimal to Binary Conversion.

Binary Arithmetic: Binary Addition, Binary Subtraction, Signed Numbers, Binary Multiplication, Binary Division.

UNIT-IV

Software Concepts: Types of Software, Software: Qualities & Attributes, Programming Languages: types and differences.

UNIT - V

Internet: Network, World Wide Web, Uniform Resource Locator, Web Browsers, IP Address, Domain Name, Web Search Engine, Net Surfing, how to connect with Internet.

E-Commerce: An Indian perspective, Digilocker, attendance.gov.in, mygov.in, Swachh Bharat Mission, E-Hospital, National Scholarship portal, E-Sampark, UID, various modes of Digital payment of govt. of India.

Text / Reference Books

1. "Computer fundamental", P.K.Sinha BPB Publications.
2. Fundamentals of Computers, V. Rajaraman, 3rd Edition, PHI Publications
3. Essentials of Computer & Network Technology, Nasib S. Gill, Khanna Publications.
4. Fundamentals of Information Technology, Deepak Bharihoke, Excel Books.
5. Information Technology by Reena Dadhich and R.C. Poonia, Vardhman Publications, 2009.

PRACTICAL

Practical will be based on Basic of Computer structure, Software, Uses of Internet .

Semester – II: PC Software Packages

Time: 3 Hrs.

Max. Marks: 100

UNIT – I

DOS: Introduction, history & versions of DOS, DOS basics- Physical structure of disk, drive name, FAT, file & directory structure and naming rules, booting process, DOS system files, DOS commands: internal & external.

UNIT – II

Word Processing: Features, Creating, Saving and Opening Documents in Word, Interface, Toolbars, Ruler, Menus, Keyboard Shortcut, Editing, Previewing, Printing & Formatting a Document, Advanced Features of MS Word, Find & Replace, Using Thesaurus, Using Auto Multiple Functions, Mail Merge, Handling Graphics, Tables & Charts, Converting a word document into various formats like: Text, Rich Text format, Word perfect, HTML etc.

UNIT – III

Worksheet: Worksheet basics, creating worksheet, entering into worksheet, heading information, data, text, dates, alphanumeric values, saving & quitting worksheet, Opening and moving around in an existing worksheet, Toolbars and Menus, Keyboard shortcuts, Working with single and multiple workbook.

UNIT-IV

Working with formulae & cell referencing, Auto sum, Copying formulae, Absolute & relative addressing, Worksheet with ranges, formatting of worksheet, Previewing & Printing worksheet, Graphs and charts, Database, Creating and Using macros, Multiple worksheets- concepts, creating and using.

UNIT – V

Introduction to Power Point: Creating slide show with animations, Designing Presentations.

Case study of web editing tool and DBMS tool such as Front Page & Ms-Access: Creating & using databases in Access. Basic introduction of open source software.

Text / Reference Books

1. Introduction to Computers by P.K. Sinha & Priti Sinha, BPB Publication, 1992.
2. Microsoft 2008 in 1 day by Joe Habraken, PHI
3. Window XP Complete Reference, BPB Publication.
4. IT Tools and Applications by A. Mansoor, Pragya Publications, Mathura.
5. DOS Quick Reference by Rajeev Mathur, Galgotia Publications.
6. Ms Office XP Computer, BPB Publications.

PRACTICAL

Practical will be based on P C Software Packages .