

SEMESTER –I		
Programme/Class – Vocational (B.A./ B.Sc./ B.Com.)		Year: First
Semester: First		
Subject: Basic computer Skill		
Course Code: I170101V		Course Title: FUNDAMENTALS OF COMPUTER
Course outcomes:		
<ul style="list-style-type: none"> • Prepare presentation and report on computer system. • Identify the components of a computer system and demonstrate basic proficiency in commonly used applications. 		
Credits: 1+2=3		Core / Elective
Max. Marks: 40(Theory) 60 (Practical)		Min. Passing Marks: 45
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 1-0-2		
Theory	1. KNOWING OF COMPUTER- Introduction, Basic Applications of Computer 2. Components of Computer System- Central Processing Unit Keyboard, mouse and VDU, Other Input devices, Other Output devices, Computer Memory 3. Concept of Hardware and Software- Hardware, Software, Application Software, Systems software 4. Applications of ICT- e-governance Entertainment	
Practical Activities /Project/ Assignment	1. Components of Computer System- Central Processing Unit (CPU), Keyboard, Mouse and VDU, Other Input devices, Other Output devices, Computer Memory 2. Concept of Hardware and Software- Hardware, Software, Application Software, Systems software	
Suggested Readings:		
1. Madhur Kumar Telang “Programme In Computer Applications”, BPB Delhi Sector 16B, Noida, 2009 2. P.K. Sinha and P. Sinha, “ Foundations of Computing” , BPB Publication, 2008 Suggestive Digital Platforms/ Web Links:		
This course can be opted as an elective by the students of following subjects: Open for All		
Continuous Internal Evaluation shall be based on Project/Assignment and Internal class Test. The marks shall be as follows:-		
S.No.	Assessment Type	Max. Marks
1.	Practical Activities /Project/ Assignment	60 Marks
2.	Theory External Examination	40 Marks
Total		100 Marks
Course Prerequisites: 12 th Pass in Any Stream		
Suggested equivalent online courses:		
Further Suggestions: Workshops and Seminars should be conducted to students		
Any remarks/ suggestions:		

SEMESTER -II		
Programme/Class - Vocational (B.A./ B.Sc./ B.Com.)		Year: First
Subject: Basic Computer Skill		
Course Code: I170201V		Course Title: Introduction to MS Office
Course outcomes:		
<ul style="list-style-type: none"> • Prepare presentation and report on computer system. • Identify the components of a computer system and demonstrate basic proficiency in commonly used applications. 		
Credits: 1+2=3		Core / Elective
Max. Marks: 40(Theory)		Min. Passing Marks: 45
60 (Practical)		
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 1-0-2		
Theory	<ol style="list-style-type: none"> 1. Word Processing Basics- Introduction, Word Processing Basic, Opening and closing Documents, Text Creation and manipulation, Formatting the Text, Table Manipulation 2. Using Spread Sheet- Introduction, Elements of Electronic Spread Sheet, Manipulation of Cells, Formulas and Function 3. Making Small Presentations- Introduction, Basics, Creation of Presentation, Preparation of Slides, Presentation of Slides, Slide Show 4. Database Management System- Access Basics, Design a Database, Build a Database, Work with Forms, Sort, Retrieve, Analyze Data, Work With Reports, Access with Other Applications, Manage an Access Database 	
Practical Activities /Project/ Assignment	<ol style="list-style-type: none"> 1. Word Processing Basics 2. Using Spread Sheet 3. MAKING SMALL PRESENTATIONS 4. Database Management System 	
Suggested Readings:		
<ol style="list-style-type: none"> 1. Madhur Kumar Telang "Certificate in Computer Applications", BPB Delhi Sector 16B, Noida, 2009 2. P.K. Sinha and P. Sinha, "Foundations of Computing", BPB Publication, 2008 		
Suggestive Digital Platforms/ Web Links:		
This course can be opted as an elective by the students of following subjects: Open for All		
Continuous Internal Evaluation shall be based on Project/Assignment and Internal class Test. The marks shall be as follows:-		
S.No.	Assessment Type	Max. Marks
1.	Practical Activities /Project/ Assignment	60 Marks
2.	Theory External Examination	40 Marks
Total		100 Marks
Course Prerequisites: 12 th Pass in Any Stream		
Suggested equivalent online courses:		
Further Suggestions: Workshops and Seminars should be conducted to students		
Any remarks/ suggestions:		

SEMESTER –III		
Programme/Class – Vocational (B.A./ B.Sc./ B.Com.)		Year: Second
Semester: Third		
Subject: Computer Application		
Course Code: I170301V	Course Title: BASIC OF OPERATING SYSTEM	
Course outcomes: <ul style="list-style-type: none"> • Prepare presentation and report on computer system. • Identify the components of a computer system and demonstrate basic proficiency in commonly used applications. 		
Credits: 1+2=3		Core / Elective
Max. Marks: 40(Theory) 60 (Practical)		Min. Passing Marks: 45
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 1-0-2		
Theory	<ol style="list-style-type: none"> 1. Basics of Operating System- Introduction Operating system, Basics of popular operating system (LINUX, WINDOWS) 2. The User Interface-Task Bar, Icons, Menu, Running an application 3. Operating System Simple Setting- Changing System Date and Time, Changing Display Properties, To Add or Remove A Windows Component, Changing Mouse Properties, Adding and removing Printers 4. File and Directory Management- Creating and renaming of files and directories, Common utilities 	
Practical Activities / Project/ Assignment	<ol style="list-style-type: none"> 1. Basics of Operating System 2. The User Interface 3. Operating System Simple Setting 4. File and Directory Management 	
Suggested Readings: <ol style="list-style-type: none"> 1. Madhur Kumar Telang “Certificate in Computer Applications”, BPB Delhi Sector 16B, Noida, 2009 2. P.K. Sinha and P. Sinha, “ Foundations of Computing” , BPB Publication, 2008 		
Suggestive Digital Platforms/ Web Links:		
This course can be opted as an elective by the students of following subjects: Open for All		
Continuous Internal Evaluation shall be based on Project/Assignment and Internal class Test. The marks shall be as follows:-		
S.No.	Assessment Type	Max. Marks
1.	Practical Activities /Project/ Assignment	60 Marks
2.	Theory External Examination	40 Marks
Total		100 Marks
Course Prerequisites: 12 th Pass in Any Stream		
Suggested equivalent online courses:		
Further Suggestions: Workshops and Seminars should be conducted to students		
Any remarks/ suggestions:		

SEMESTER -IV		
Programme/Class - Vocational (B.A./ B.Sc./ B.Com.)		Year: Second
Subject: Computer Application		
Course Code: I170401V		Course Title: INTRODUCTION TO INTERNET AND WEB BROWSERS
Course outcomes:		
<ul style="list-style-type: none"> • Prepare presentation and report on computer system. • Identify the components of a computer system and demonstrate basic proficiency in commonly used applications. 		
Credits: 1+2=3		Core / Elective
Max. Marks: 40(Theory) 60 (Practical)		Min. Passing Marks: 45
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 1-0-2		
Theory	<ol style="list-style-type: none"> 1. Basic of Computer Networks- Introduction Local Area Network (LAN) Wide Area Network (WAN) 2. Internet- Concept of Internet, Applications of Internet, Connecting to the Internet Troubleshooting 3. Web Browsing Software- World Wide Web (WWW), Popular Web Browsing Software 4. Search Engines- Popular Search Engines / Search for content, Accessing Web Browser, Using Favourites Folder, Downloading Web Pages, Printing Web Pages. 	
Practical Activities / Project / Assignment	<ol style="list-style-type: none"> 1. Basic of Computer Networks 2. Internet 3. Web Browsing Software's 4. Search Engines 	
Suggested Readings:		
<ol style="list-style-type: none"> 1. Madhur Kumar Telang "Certificate in Computer Applications", BPB Delhi Sector 16B, Noida, 2009 2. P.K. Sinha and P. Sinha, " Foundations of Computing", BPB Publication, 2008 		
Suggestive Digital Platforms/ Web Links:		
This course can be opted as an elective by the students of following subjects: Open for All		
Continuous Internal Evaluation shall be based on Project/Assignment and Internal class Test. The marks shall be as follows:-		
S.No.	Assessment Type	Max. Marks
1.	Practical Activities /Project/ Assignment	60 Marks
2.	Theory External Examination	40 Marks
Total		100 Marks
Course Prerequisites: 12 th Pass in Any Stream		
Suggested equivalent online courses:		
Further Suggestions: Workshops and Seminars should be conducted to students		
Any remarks/ suggestions:		