Skill Enhancement Course
Syllabi of B.A. under CBCS
3rd Semester
(w.e.f. 2021-22)

Paper Code	Paper Name	Type of Course	Credits (Theory/ Practical)	Contact Hours (Theory/ Practical)	Marks (External + Internal)
20USECCS301	Basics of Computer-I (IT Level-I)	Skill Enhancement	2	2	40+10=50
20USECCS302	Basics of Computer Lab (Based on 20USECCS301)		1	2	40+10=50

20USECCS301
Basics of Computer-I (IT Level-I)

Maximum Marks-50
External Examination-40
Internal Assessment-10
Max. Time- 3 hrs.

Note: *There shall be nine questions in all. Question no. 1 shall be compulsory, consisting of eight short answer type questions covering the entire syllabus. Two questions will be asked from each unit. Student will have to attempt one question from each unit. Each question shall carry equal marks.*

Objectives:
1. To get the basic concepts of Computers.
2. To get the functional knowledge about PC hardware, operations and concepts.
3. To understand the functional units of a standard PC and it's working.

Unit-I

Computer: Definition, Block Diagram along with its components, characteristics & classification of computers, Limitations of Computers, Human-Being Vs Computer, Applications of computers in various fields.
Operating System: Operating System, Types of Operating System, Function of Operating System, Features of Window OS, Types of Software, Proprietary and Open Source Software.

Unit-II

Basics of Windows. Basic components of windows, icons, types of icons, taskbar, activating windows, title bar, exploring computer, managing files and folders, copying and moving files and folders. Control panel – display properties, adding and removing software and hardware, setting date and time, screensaver and appearance, Using windows accessories.

Unit-III

Input devices, Output devices, Printers, Memory: Concept of primary & secondary memory, RAM, ROM, types of ROM, Secondary storage devices.
Computer Virus: Definition, types of viruses, Characteristics of viruses, anti-virus software

Unit-IV

Overview of Networking: An introduction to computer networking, Types of Network, Network topologies, Modes of data transmission, Transmission media.

Introduction to internet and its uses, Applications of internet, Hardware and Software requirements for internet, Intranet, Applications of intranet, World Wide Web; Web Browser, Search Engines; Understanding URL; Domain name.

Course Outcome: After completion of course, the students will be able to:
1. Learn the fundamental concepts of Computers.
2. Study Operating Systems, programming languages, peripheral devices, networking, multimedia and internet.

Suggested Readings:

a) **Text Books:**
1. Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co., New Delhi.

b) **Reference Books:**
1. Balagurusamy E, Computing Fundamentals and C Programming, Tata McGraw Hill.
2. Norton, Peter, Introduction to Computer, McGraw-Hill
3. Leon, Alexis & Leon, Mathews, Introduction to Computers, Leon Tech World
4. Rajaraman, V., Fundamentals of Computers, PHI

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20USECCS302
Basics of Computer Lab-I (IT Level-I) (Based on 20USECCS301)

Maximum Marks-50
External Examination-40
Internal Assessment-10
Max. Time- 3 hrs.

Note: - Every student will maintain practical record of programs done during practical lab in a file. Examination will be conducted through a question paper set jointly by the external and internal examiners. The question paper will consist of questions based on the list of practicals as given under. An examinee will be asked to write the programs and run on computer. Evaluation will be made on the basis of the examinee's performance in written solutions and presentation with viva-voce and practical record.

Practical Examination will be conducted externally as per the following distribution of marks:
Writing solutions of problems and
executing on the Computer: 20 marks.
Presentation &Viva voce: 10 marks.
Practical record: 10 marks.
Internal Assessment: 10 marks (Attendance=5 marks, Assignment=5 marks)

List of Practicals:

1. Create a folder on desktop and manage that folder.
2. Change date and time settings.
3. Change desktop wallpaper and also apply a screen saver.
4. Create a document and apply formatting on it.
5. Write a program to create a folder on desktop and manage files & folder into existing folder.
6. change date and time setting into desktop/PC?
7. change the desktop icon setting using Windows?
8. setup sleep mode in Windows?
9. create your personal E-mail account?

Skill Enhancement Course
Syllabi of B.A. under CBCS
4th Semester
(w.e.f. 2021-22)

Paper Code	Paper Name	Type of Course	Credits (Theory/ Practical)	Contact Hours (Theory/ Practical)	Marks (External + Internal)
20USECCS406	Basics of Computer-I (IT Level-II)	Skill Enhancement	2	2	40+10=50
20USECCS407	Basics of Computer Lab (Based on 20USECCS406)		1	2	40+10=50

20USECCS406
Basics of Computer-II (IT Level-II)

Maximum Marks-50
External Examination-40
Internal Assessment-10
Max. Time- 3 hrs.

Note: *There shall be nine questions in all. Question no. 1 shall be compulsory, consisting of eight short answer type questions covering the entire syllabus. Two questions will be asked from each unit. Student will have to attempt one question from each unit. Each question shall carry equal marks.*

Objectives:
1. To get the basic concepts of Email and E-Governance.
2. To get the functional knowledge about MS Office.
3. To get the practical knowledge of Word Processor, Spreadsheet and Presentation.

Unit-I

Basics of E-Mail: Introduction, Objective, Open Email account, Mailbox: Inbox, Outbox, Creating and sending a new mail, Reply, Forward Email, CC, BCC.
Introduction to E-Governance, Social Networking, E-Learning, E-Business.

Unit-II

Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Saving a document, Menu Bar, Ribbon, Page setup, Formatting Text, Editing, Printing, drawing table, manipulating table, working with graphics, Mail merge, Inserting equation, Word Art, Smart Art, Header and Footer, Track Changes, Macros.

Unit-III

Using Spread Sheet: Basics of Spreadsheet; Elements of spreadsheet, Manipulation of cells, saving workbook, entering data, editing data, formatting worksheet, Formula and Function, Working with Charts and Graphics, Data Validation, Conditional Formatting, Sorting, Filtering, Advance Filter, Page Layout, What-if analysis.

Unit-IV

Working with Presentation: Basics of presentation software; Opening, Saving, creating a Presentation; Preparation and Presentation of Slides; entering and editing text, Insert and delete slides, adding clip art picture, Inserting objects, Inserting Graphics, views in PowerPoint presentation, Transition, Slideshow, Rehearse Timing, Slide master.

Course Outcome: After completion of course, the students will be able to:
1. Learn the fundamental concepts of Electronic Email.
2. Learn to work with a Word Processor
3. Analyse the data in a Spreadsheet
4. Create a powerful PowerPoint Presentation.

Suggested Readings:

a) **Text Books:**
1. Microsoft Office – Complete Reference – BPB Publication
2. Gill, Nasib S.: Essentials of Computer and Network Technology, Khanna Book Publishing Co., New Delhi.

b) **Reference Books:**
1. Daniel Minoli& Emma Minoli, "Web Commerce Technology Handbook", Tata McGraw Hill – 1999.
2. K.Bajaj& D Nag , "E-Commerce", Tata McGraw Hill – 1999.
3. Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co., New Delhi.
4. Balagurusamy E, Computing Fundamentals and C Programming, Tata McGraw Hill
5. Norton, Peter, Introduction to Computer, McGraw-Hill
6. Chhillar, Rajender S.: Application of IT in Business, Ramesh Publishers, Jaipur.
7. Web enabled commercial applications development using Html, DHTML, Javascript, Perl, CGI by Ivan Bayross 3rd revised Ed-BPB
8. Thomas Powell- HTML & CSS: The complete Reference, Fifth Edition, 2017

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4th Semester
(w.e.f. 2021-22)

20USECCS407
Basics of Computer Lab-II (IT Level-II) (Based on 20USECCS406)

Maximum Marks-50
External Examination-40
Internal Assessment-10
Max. Time- 3 hrs.

Note: - Every student will maintain practical record of programs done during practical lab in a file. Examination will be conducted through a question paper set jointly by the external and internal examiners. The question paper will consist of questions based on the list of practicals as given under. An examinee will be asked to write the programs and run on computer. Evaluation will be made on the basis of the examinee's performance in written solutions and presentation with viva-voce and practical record.

Practical Examination will be conducted externally as per the following distribution of marks:
Writing solutions of problems and
executing on the Computer: 20 marks.
Presentation &Viva voce: 10 marks.
Practical record: 10 marks.
Internal Assessment: 10 marks (Attendance=5 marks, Assignment=5 marks)

Practical's List:

1. Write a program to create a folder on desktop and manage files & folder into existing folder.
2. How do you change date and time setting into desktop/PC?
3. How do you change the desktop icon setting using Windows?
4. How do you setup sleep mode in Windows?
5. How do you create your personal E-mail account?
6. Write a program to set the background color of different elements.
7. Create a document in MS Word and save it with student name.
8. Create a letter in MS Word and with help of Mail merge feature send it to 10 people.
9. Draw a student detail table in Ms Word and insert rows and column in this.
10. Create a MS Excel worksheet and create a table in it and save it with any name.
11. Apply cell formatting in that table.
12. Create a table of student's data with marks and calculate total marks of all students, percentage of marks of all subjects of any student.
13. Create a worksheet and move data from one place to another in same worksheet and in different worksheet.
14. Create a power point presentation and apply transition of different slide.
15. Create a E-Mail account with your name and send a E-Mail to your friend.