

J-CAVER PAGE WITH PRICE

- 19 -

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**Syllabus**

**COMPULSORY "COMPUTER COURSE"**

*[ Effective from – 2008-2009 ]*

**Price : Rs.      /-**

**OBJECTIVE :-**

The Course is designed to aim at imparting a basic level appreciation programme to graduate students in computer. After completing the course the student is able to use the computer for basic purposes of preparing letters, bio-data, internet, sending mails, searching information on www, presentation of project maintaining accounts etc.

**SYLLABUS**

The theory as well as practical aspects of following topics will be taught. Corresponding practical classes should follow each theory topic. Each practical be recorded properly in the Record Book and be checked and signed by the concerned teachers of theory classes and practical classes both.

**Part-1**

- [1] Introduction to Computers :-
  - Functions and Components of Computer
  - Types of Computers
  - Characteristics of Computers
  - What Computers can do
  - What Computers cannot do05 Hours
- [2] Input and Output Devices
  - Input Devices
  - Output Devices
- [3] Auxiliary Storage Devices
- [4] Representation of data / information concepts of data processing
  - Definition of information and data
  - Basic Data Types

**PART-2****INTRODUCTION TO WINDOWS**

- [6] Basic Dos Commands
  - Comparison of DOS and Windows
  - Switching between DOS and Windows
  - Basic DOS commands: File / Directory, Manipulations, Copy , Delete Formatting a Floppy.10 Hours
- [5] Introduction to Window
  - Starting Windows
  - Handling the Mouse
  - Window Controls

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- 2 -

Using Menus  
 Dialog Boxes  
 Getting Help from Windows  
 Windows Settings dates and Sound  
 Right Button of Mouse  
 Creating short cuts  
 Windows set up  
 Notepad  
 Window Accessories :  
 CD writer

**PART 3**  
**WORD PROCESSES**

- |     |   |          |
|-----|---|----------|
| [6] | Introduction of word Processing<br>Basic Features<br>Full-featured Word Processors<br>Conclusion  | 15 Hours |
| [7] | Basics<br>Starting Word<br>Menus and Toolbars<br>Creating, Editing and Saving a Word Document<br>Using Word Help  |          |
| [8] | Working with Text-Further Techniques<br>Opening a Document<br>Moving Multiple Text Selections Simultaneously<br>Link Documents                                    |          |
| [9] | Word Advanced Topics<br>Creating a Table<br>Working with Graphics<br>Mail Merging<br>Previewing and Printing a Document<br>Shrink a Document to Fit into One Page |          |

**PART 4**  
**Excel**

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|------|--|----------|
| [10] | Introduction to Electronic Spreadsheets<br>Electronic Spreadsheets<br>Spreadsheet Packages<br>Conclusion | 15 Hours |
| [11] | Excel Basics<br>Starting Excel<br>Navigating in a Workbook   |          |

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- 3 -

- Data Entry-Manual and Automatic
- Correcting Mistakes-Spelling Checker,
- Undo and Redo Changes
- Using Excel Help
- [12] Formatting the Worksheet
  - Workbook File Properties
  - Naming the Worksheets
  - Entering Labels and Adjusting Layout
  - Adding Comments and Data Validation
  - Adding Pictures
  - Changing Cell Alignment and Wrapping
  - Formatting Cells
  - Formatting Numbers and Dates
  - Adding headers and Footers
  - Previewing and Printing a Worksheet
- [13] Formulas, Functions and Graphs
  - Naming a Range of Cells
  - Creating and Using Formulas
  - Using Excel Functions
  - Creating Graphs and Charts

**PART 5****POWERPOINT**

- [14] Introduction to Presentations and Presentations Software 15 Hours
  - Presentation Basics
  - Presentation packages
  - Conclusion
- [15] PowerPoint Basics
  - Starting PowerPoint
  - Menus and Toolbars
  - Opening and Saving an Existing Presentation
  - Creating and Saving a Presentation Using AutoContent Wizard
  - Creating a Presentation Using a Design Template
  - Creating and Saving a Presentation Using the Blank Presentation
  - Using PowerPoint Help
- [16] Editing, Formatting and Displaying the Presentation
  - The Slide Sorter View
  - Inserting Slides from another Presentation
  - Inserting Pictures and Graphics
  - Setting Slide Transitions
  - Slide Show View
  - Printing Slides, Notes and Handouts



**PART 6**  
**DDBMS AND ACCESS**

- [17] Introduction to Databases, DBMS and RDBMS Information  
What is a Database?  
What is a Database management System (DBMS)?  
Why DBMS?  
Types of Database Management Systems  
Conclusion 15 Hours
- [18] Access-Basics  
Starting Access  
Menus and Toolbars  
Viewing Data  
Using Access Help
- [19] Data Manipulation in Access  
Sorting and Filtering Records  
Creating and Printing Reports

**PART 7**  
**Internet, E-mail and Outlook**

- [20] Introduction to Internet Internet Basics Conclusion 10 Hours
- [21] Internet Explorer  
What is a Browser?  
Starting Internet Explorer  
Menus and Toolbars  
Microsoft Internet Explorer  
Setting up an Internet Explorer
- [22] Basics of E-mail  
Introduction  
Why use E-mail?  
How E-mail Works?  
E-mail-Advantages and Disadvantages
- [23] Outlook  
Introduction  
Starting Outlook  
Menus and Toolbars  
Outlook and E-mail  
Opening and Saving an Attachment

**PART 8**  
**WEB DESIGNING & FRONTPAGE**

- [24] Introduction to Web Design 05 Hours  
    Introduction  
    Basics of Web Design  
    Conclusion  
    Introduction to Front Page  
    Starting FrontPage
- [25] Use of Scanner  
    Scanning a picture and editing it  
    Attachment of the picture in a HTML document

In practical there should not be more than 20 students in a batch. In theory, there should not be more than 100 students in a batch.

Each part consists of 50% theory classes and 50% practical (50 hours theory and 50 hours practical). Students are required to keep record of practical in a journal which will be checked during practical examination.

**THE EXAMINATIONS:**

The Examination will consist of one theory paper of two hours durations and one practical examination of four hours duration. The examination will be conducted two times in a year.

The theory examination will consists of 50 marks. The paper will have 100 objective type questions.

In the practical examination the students will be four problems based on the syllabus mentioned above. The duly signed seminar and the practical record journals are essential for appearing the practical examination. No student will be allowed to appear for the practical examination until he / she submits duly signed to practical record book certifying that at least 70% of practical have been done by the student. The marks distribution of the practical marks will be as follows

## S-Syllabus of Comp.Sci.&amp; IT

- 6 -

Practical Journals	10 Marks
Seminar report	5 Marks
Viva	10 Marks
Performance in practical	25 marks

The student will be declared pass, if he / she gets more than or equal to 50% marks in theory and practical separately.

**PART 9**

	Introduction to Publisher, Photo Draw and Small Business Tools	05 Hours
[26]	Introduction in Publisher Introduction Starting Publisher	
[27]	Introduction to Photo Draw Introduction Starting Photo Draw	
[28]	Introduction to Small Business Tools Introduction Small Business Financial Manager Small business Customer Manager Direct Mail Manager Business Planner	
[29]	Seminar report on any recent topic related to computer application 5 hours	05 Hours

Books: Any book containing above topics may be recommended.  
Some examples are as follows:

1. Introduction to Computers with MS-Office 2000 :- Alexis Leon and Mathes Leon (Tata McGraw Hill)
2. Information Technology:- V.Rajarman (PHI)
3. Data Processing and Information Technology – C.S. Rrench, BPB Publication

The information may be also gathered from Web Site.

**INFRASTRUCTURE REQUIRED:**

There should be a computer laboratory with one server and 25 computers among 100 students. There should be 5 scanners in the Laboratory.

The system should have Internet facilities. All system should have software related to operating system of the LAN, DOS, Word Processor, PowerPoint, Access, Excel, Internet explorer, Paint Photoshop, HTML

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