

SYLLABUS: BASED ON CHOICE BASED CREDIT SYSTEM
SEMESTER – II (Elective Paper)

Computer Science

Paper – VII

Syllabus: Based on Choice Based Credit System Semester- II (Elective Paper)	
Paper- VII	Subject:- Computer Science
Full Marks: 100	Credits- 4
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Unit 1:	
A. Computer and its Components:	
<u>Definition, Characteristics of Computer, Application of Computer, Generation of Computer, Type of Computer, Computer Organization & Block Diagram Representation, Central Processing Unit, Input/output Devices, Computer Memory, Primary and Secondary memory, Magnetic and Optical Storage Device, ROM and its types, Microprocessors, Instruction set, CISC & RISC processor, Concept of Hardware & Software, Computer Languages, Compilers & Interpreter</u>	
B. Operating System (Ms Windows):	
<u>Operating System, Components of Operating System, Types of Operating System, Function of Operating System, GUI and CLI Operating System, Basic Components of Windows, Icons, Taskbar, Managing Files and Folders, Copying and Moving Files and Folders, Control Panel.</u>	
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Unit 2:	
A. Data Processing & Concept of DBMS:	
<u>Definition of Data & Information, Concept of Data Processing, Basic Data Types, Techniques and Method of Data Processing, Editing, Modify and Checking, Storage of Data/Information as Files</u>	
<u>Introduction to Database Management System & Relational Database Management System, Data Structure, Elements, Fields, Records, Business Files, Classification of Files, Master Files, Transaction Files</u>	
B. Computer Network & Internet:	
<u>Introduction to Computer Network, Advantages of Networking, Clients and Servers, Data Transmission Modes, Data Transmission Speed, Data Transmission Media, Digital and Analog Transmission, Introduction to Network Protocol and Topologies, ISP, Network Types (LAN, WAN and MAN), Communication Protocols, Inter Networking Tools, Modem, NIC card, Routers, Bridges, Switches</u>	
<u>Web Browsers: Internet Explorer, Google Chrome, Mozilla Firefox, Net Surfing, Web Searching, Search Engines.</u>	
<u>Internet Services: E-mail, Telnet, FTP, WWW, HTML, URL.</u>	

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Unit 3:

A. MS Word Basics:

Introduction to MS Office, Introduction to MS Word, Features & Area of Use, Working with MS Word, Menus & Commands, Toolbars & Buttons, Shortcut menus, Wizards & Templates, Creating a New Document, Different Page Views and layouts, Applying various Text Enhancements, Working with Styles, Text Attributes, Paragraph and Page Formatting, Text Editing using various features, Bullets, Numbering, Auto formatting, Printing & Various Print Options

Advanced Features of MS Word: Spell Check, Thesaurus, Find & Replace, Headers & footers, inserting Page Numbers, Pictures, Files, Auto texts, Symbols etc. Working with Columns, Tabs & Indents, Creation & Working with Tables including conversion to and from text, Margins & Space management in Document, Adding References and Graphics, Mail Merge, Envelops & Mailing Labels, importing and exporting to and from various formats.

Hands On Session:

Introduction to word processing, Fonts, Gist, Character Enhancement, Character Spacing, Kerning etc., Justification, Line Spacing, Paragraph, Gutter, Warping, Bullets, Rules, Boxes & Shades etc., Creating your document, Proofing your Document, Working with Tables, Charts, Graphics & longer Documents, Mail merge & Label, Web, Macro & Wizard, Printing etc.

Unit 4:

MS Excel Basics:

Introduction and area of use, working with MS Excel, concepts of Workbook & Worksheets, Using Wizards, Various Data Types, Using different features with Data Cell and Texts, Inserting, Removing & Resizing of Columns & Row, Working with Data & Ranges, Different Views of Worksheets, Column Freezing, Labels, Hiding, Splitting etc. Using different features with Data and Text, Use of Formulas, Calculations & Functions, Cell Formatting including Borders & Shading, Working with Different Chart Types, Printing of Workbooks & Worksheets with various options.

Hands on Session:

Introduction to worksheet & spreadsheet, Cells, entering Text, Numbers and Formulas, Workbook, Menu & Toolbar, formatting Numbers & Text, Protecting Cells, Creation of Charts, Macro, Database, using Tables, Files with Other Programs Statistical Analysis, Linking Workbooks, Comma-Separated Values, Printing

Unit 5

MS Power Point Basics:

Introduction / area of use, Working with MS PowerPoint, Creating a New Presentation, working with Presentation, Using Wizards, Slides & its different views, Inserting, Deleting and Copying of Slides, Working with Notes, Handouts, Columns & Lists, Adding Graphics, Sounds and Movies to a Slide, Working with PowerPoint Objects, Designing & Presentation of Slide Show, Printing Presentations, Notes, Handouts with Print options.

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Hands on Session:

Introduction to Power Point Interface, Menus, Command & Toolbars, Creating Presentation, Using Wizard, Creating New Presentation, Creating Presentation from Template, Working with Charts, Working in Outline View, Organisation Charts & Tables, Working on Presentations, Working in slide Sorter View, Making Slide Shows.

Text Books:

1. Introduction to Information Technology – V. Rajaraman
2. Cores on Computer Concepts- By Reema Thareza, Oxford Press 20106
3. Computer Application – By Vikas Gupta, Printed Press
4. Fundamental of Computers – By P. K. Sinha

Amitha
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CSC
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