Uttarakhand Sanskrit University Haridwar

SYLLABUS

FOR

Shastri (B.A. Honors) – III & IV Semester

SEC (Skill Development-Programme)

Subject - Computer Science (SEC-05 & SEC-06)

(Year 2019-2020)

Uttarakhand Sanskrit University, Haridwar

Shastri (B.A. Honors) – III & IV Semester

SEC (Skill Development-Programme)

Subject - Computer Science (SEC-05 & SEC-06)

Objective of Syllabus	The syllabus is designed to equip a student to use computers for professional as well as day to day use. It provides theoretical background as well as knowledge of Computer Fundamental, Software/Hardware, MS Office, Internet and latest trends of information technology.
Syllabus Outcome	After completing the Syllabus the students will be digitally literate and will be able to: - Acquire confidence in using computer techniques available to users; - Recognize the basic components of computers and terminology; - Understand file management; - Create documents using word processor, spreadsheet & presentation software; - Use of Sanskrit Software, Application and Sanskrit Websites; - Understand computer networks, and browse the internet, content search, email and collaborate with peers; - Use e-Governance applications; and use computer to improve existing skills and learn new skills; - Understanding Social Networking platform; - Using internet for Digital Financial services;
Medium of Instruction	Hindi / English
Program Passing Rules	As per norms of University.

Uttarakhand Sanskrit University, Haridwar
SEC (Skill Development-Programme)
Shastri (B.A. Honors) – III Semester
Subject: Computer Science (SEC-05)
Paper Name: Computer Fundamental & Internet Technology

Time: 03 Hours   **Total Marks: 100**
                                                     Credit: 02

SEC-05	(Computer Fundamental & Internet Technology)	Total: 100
1	**Computer System:** Introduction to Computer, Computer System, Types of Computer, Uses of Computer, Components of Computer System, C.P.U., ALU, Registers, SMPS, Motherboard, Ports, UPS.	20
2	**Input / Output Devices**: Keyboard, Mouse, Joystick, Scanner, OCR, OMR, Bar code reader, Web cam, Monitors, Printers, Types of Printers.	15
3	**Memory:** Primary, Secondary, Auxiliary memory, RAM, ROM, Cache memory, Hard disks, Optical disks, CD, DVD.	15
4	**Software:** System Software, Application Software, High Level and Low Level Computer Language, Binary Number System, Software used for Sanskrit, Virus and Antivirus.	20
5	**Internet Technology:** Introduction to Internet, Internet Applications, LAN, MAN, WAN, WiFi, HTTP, WWW, URL, ISP, Web Browser, Search Engine, e-mail, Social Networking, Introduction of e-Commerce and e-Governance, Online Bill Payment, Internet Banking, Digital Financial Tools, Online Education, Sanskrit websites.	30

Reference Books:
1) *P. K.Sinha*, *P. Sinha,* Fundamentals of Computers, BPB Publishers, 2007
2) *A. Goel*, Computer Fundamentals, Pearson Education, 2010.
3) *P. Aksoy, L. DeNardis*, Introduction to Information Technology, Cengage Learning, 2006
4) Computer Fundamentals (Hindi) By P.K. Sinha, BPB Publications

Uttarakhand Sanskrit University, Haridwar
SEC (Skill Development-Programme)
Shastri (B.A. Honors) – IV Semester
Subject: Computer Science (SEC-06)
Paper Name: Operating System and PC Packages

Time: 03 Hours   **Total Marks: 100**
                                                                      Credit: 02

SEC-06	(Operating System and PC Packages)	Total : 100
1	**Operating System:** Basics of Operating system, Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone, User Interface for Desktop and Laptop, Task Bar, Icons & shortcuts, Running an Application, Operating System Simple Setting, Using Mouse and Changing its Properties, Changing System Date and Time, Changing Display Properties, To Add or Remove program and features, Adding, Removing & Sharing Printers, File and Folder Management, Types of file Extensions.	25
2	**Office Packages:** Introduction of MS-Office, Open-Office, Google Docs. **MS Word:** Word processing concepts, Editing, Header, footer, Finding and replacing text, Formatting Text, Pages, Page Number, Lists, Tables, printing documents, Handling Graphics, mail merge.	25
3	**MS Excel:** Spreadsheets concept**,** Worksheets, Formatting data, creating charts and graphs, using formulas and functions, Tables.	15
4	**MS Power Point :** Presentation Tools concept, Working with Slides, Adding and formatting text, pictures, including charts, objects, formatting slides, slide shows, using transitions, animations.	15
5	**Microsoft Office Picture Manager:** Introduction and uses, Image Editing; **MS Access:** Introduction and uses, Database, Tables**;** **Microsoft Publisher:** Introduction and uses**;**	20

Reference Books:
1. Basic Computer Course (BCC) MS Office 2010 by Satish Jain.
2. *A. Goel*, Computer Fundamentals, Pearson Education, 2010.
3. *P. K.Sinha*, *P. Sinha,* Fundamentals of Computers, BPB Publishers, 2007
4. Computer Fundamentals (Hindi) By P.K. Sinha, BPB Publications
5. Comprehensive Computer Learning - CCL: All About Operating Systems, Windows, Photoshop, Microsoft Office, Dtp, Tally, Printing and Emails, In indi (Hindi) Paperback