Maharaja Surajmal Brij University

Syllabus of Elementary Computer

For B.com1st year/Bsc 1st year.
Session 2017-18

अकादमिक प्रभारी

Syllabus of Elementary Computer Applications

Work load: Teaching: 2 hours per week.

Practical: 2 hours per week.

Max Marks: 100 (Main University Exam: Theory -60 Marks Practical-40 Marks)

Each candidate has to pass in Theory and Practical Examinations separately.

Main University Examination: Question pattern for Theory paper   Max Marks: 60

Part -1 (very short answer) consists 10 questions of one marks each with two questions from each unit. Maximum limit for each question is up to 20 words.

Part – II (short answer) consists 5 question of two marks each with one questions from each unit. Maximum limit for each questions is up to 40 words.

Part-III (Long answer) consists 5 questions of eight marks each withy one questions from each unit with internal choice maximum limit for each question is up to 400 words.

Unit- 1

Introduction to information Technology. Evolution and generation fo computers, type of computer, micro mini mainframe and super computer . Architecture of a computer system CPU ALU, Memory (RAM.ROM families) cache memory. Input /output device, pointing devices.

Concept of Operating system need types of operating systems, batch single user, multi-processing distributed and timeshared operating system. Introduction to Unix, Linux, Windows Windows NT Programming languages Low level and high level languages,generation of languages, 3 GL and 4 GL languages, Graphics User Interfaces

Unit –II

Word Processing Tool.   Introduction C reating, Saving. Copy, Move and Delete. Checking Spelling and Grammer. Page 1 ayout ,interface, toolbars, ruler menus ,keyboard shortcut, editing. Text Formatting insert header and footer, Bullets and Numbering, Find and Replace etc, Insert Table and Picture, Micro, Mail Merge.

Power point: Creating and viewing a presentation managing slide shows.navigating through a presention using hyperliks advanced navigation with action setting and action buttons. Organizing formats with Master Slides applying and modifying designs, adding graphics, multimedia and special effects.

Unit-III

Electronic Spreadsheet Worksheet basics , create , save and open a worksheet. Entering data text. Numbers and formula in a worksheet. Inserting and deleting cells formatting inserting rows and columns in worksheet formatting worksheet using various formula and inbuilt functions update worksheets using special tools like speel check and auto correct etc Margins of worksheets for printing, Format the data in the worksheet globally or selectively. Creating charts. Enhance worksheets using charts, multiple worksheets concepts.

Unit IV

The Internet and Functions of the Internet, working with Internet, Web Browser, Word Wide Web Uniforms Resource Locater and Domain Names, Uses of Internet, Search fro Information , Email, Chatting , Instant messenger sevices, News Group, Teleconferecing, Vedio- Conferencing, E- Commerce and M-Commerce

Manage an E-mail Account, E-mail Address configure E-mail Account.log to an E-mail, Receive E-mail, Sending mails, sending files an attachments and address Book. Downloading Files. Online form filling, E-Service – E-Banking and E- Learning.

Unit- V

Social, Ethical and Legal Matters- Effects on the way we: Work Socialise, Operate in other areas.

Cyber crime, prevention of crime. Cyber law : Indian IT Act, Intellectual property, Software piracy. Copyright and Patent. Software licensing, Proprietary software. Free and Open souce software.

Network Security. Risk assessment and security measures, Assets and types (data applications. System and network), Security threats and attacks (passive, active), types and effect (e.g Identity theft. Denial of service. Computer virus etc), Security issues and security measures (Firewalls, encryption/decryption),Prevention.

Question Paper pattern for main University Practical Examination   Max Marks: 40

Practical

The Practical exercises will be designed to help in the understading of concepts of computer and the utilization in the areas in the theory syllabus. The emphasis should be on practical usage rather than on theoretical concepts only

The practical examination scheme should be as follows

- Three Practical Exercise (including Attendace & Record performance)   30 marks
  - Operating system
  - Ms Word
  - Ms Excel
  - Ms power point
  - Internet
  - Viva-voce   10 marks