

**NEW SYLLABUS**

**B.Sc/B.Sc (Hons.)**

**Semester I**

**ECA**

**P C 22-104**

**ELEMENTARY COMPUTER APPLICATIONS**

*Scheme of examination:*

**MM: 70**

1. The Question paper shall be of **TWO HOURS** duration.
1. Q. No. 1 shall contain 20 (Twenty) objective type questions having four options, out of which one shall be correct. Each question shall carry one mark. **(1 X 20 = 20 marks)**
2. Q. No. 2 shall contain 8 (Eight) Short-Answer-Type-Questions. Word limit for each question is 100 words. **Candidate has to attempt any five.** Each question shall carry **Four marks. (5 X 4 = 20 marks)**
3. Q. No. 3 shall contain 4 (Four) Essay-Type-Questions. Word limit for each question is 500 words. **Candidate has to attempt any two.** Each question shall carry **Fifteen marks. (2 X 15 = 30 marks)**

**UNIT – I**

**Introduction to computers and related terminology:(Basic information only)**

- A. **Hardware:** CPU (Mother board, Microprocessors, , MMX technology, System clock, Address Bus, Date Bus, (PCI and ESIC) Cache Memory, Processing speed, Expansion slots (Video controller, sound Card, SCSI, Network Card), Memory – (RAM and ROM), Input and Output devices- Keyboard (The standard Keyboard layout), Mouse, Printers (Dot matrix, Inkjet, Laser Jet), Microphone, Speakers, Digital Cameras, Scanners, Storage devices – Diskette Drive (Types, Density, Formatting Boot Record, FAT, Folder, Directory), Hard Disk Drive, CD, DVD, Pen Drive, Tape Drive.
- B. **Software:** Introduction to programming languages, System software (Operating Systems and Utilities), Application software (Word Processors, Spreadsheets, DBMS, Presentation Graphics, Browsers, Personal Information Managers) Introduction to Multilingual Word-Processors.
- C. **Communications and Connectivity:** Data Communication System, Data Transmission (Serial, Parallel, Bandwidth, Protocols), Emails, Voice and video massaging, Video

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Conferencing, Online service user connection (Types), Networking of Computers, (Node, Client, Server, LAN, WAN), Working of the internet and the Web.

**UNIT - II**

The Internet and Online Resources (**Working Knowledge at Common Users Level only**):

How the internet works, Introduction to (TCP/IP, and DNS Addresses. Features of the internet – (Email, News, Telnet, Chat, Channels, WWW, OnlineServices, Bulletin Board Services), Connection wizard, Overview of the internet explorer and features therein, use of search engines, Surfing, creating and use of email, Awareness about e-commerce and its advantages.

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*A.A.*

*S.B.*



**NEW SYLLABUS**

**B.Sc/B.Sc (Hons.)**

**Semester II**

**ECA**

**P C 22-204**

**ELEMENTARY COMPUTER APPLICATIONS**

*Scheme of examination:*

MM: 70

1. The Question paper shall be of **TWO HOURS** duration.
4. Q. No. 1 shall contain 20 (Twenty) objective type questions having four options, out of which one shall be correct. Each question shall carry one mark. **(1 X 20 = 20 marks)**
5. Q. No. 2 shall contain 8 (Eight) Short-Answer-Type-Questions. Word limit for each question is 100 words. **Candidate has to attempt any five.** Each question shall carry **Four marks. (5 X 4 = 20 marks)**
6. Q. No. 3 shall contain 4 (Four) Essay-Type-Questions. Word limit for each question is 500 words. **Candidate has to attempt any two.** Each question shall carry **Fifteen marks. (2 X 15 = 30 marks)**

**UNIT I**

**OPERATING SYSTEMS (Working knowledge at common users level only):**

Overview of important DOS Commands, Windows: Installation, Scandisk, Control Panel, Taskbar, Toolbars, Display settings (Background, wallpapers, screensavers, Desktop themes), Files and Folder management, Windows explorer, Finding Files and Folders, Formatting Disks and copying files, Printer settings, Modem installation, mouse installation, Adding and removing programmes, Active desktop Concepts, Winzip and its application, Antivirus and its use, Use of calculator, Paintbrush, Win amp, MPEG player and Windows help.

**UNIT II**

**Application Software (Working knowledge at common users level only):**

**(a) Word processing software – MS Word**

Entering, editing and formatting text, Document formats (Page size and Orientation, Headers and Footers, Columns and Sections, Page layout), Spelling and grammar checks, Thesaurus, Find and replace, cut and Paste, Table and Formatting tables, Mail Merge, Styles and Templates.

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**(b) Spreadsheet Programme – MS Excel**

Entering Data, Labels, Cell references, Values, Dates, formulas, formats, Functions, Templates, charts and Maps, Analyzing data in a spreadsheet.

**(c) DBMS – Microsoft Access**

Database, Entering data into the database, Creating database tables, editing data, viewing records, sorting records, querying a database, generating reports.

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**Format of the Question Paper**

Q. 1 (Multiple Choice Question). Attempt all.

- (i).....  
 (a) ..... (b) .....  
 (c) ..... (d) .....
- (ii).....
- (iii).....
- (iv).....
- (v).....
- (vi).....
- (vii).....
- (viii).....
- (ix).....
- (x).....
- (xi).....
- (xii).....
- (xiii).....
- (xiv).....
- (xv).....
- (xvi).....
- (xvii).....
- (xviii).....
- (xix).....
- (xx).....

(1 X 20 = 20)

Q. 2 (Short Answer Type Question). Attempt any FIVE. Word limit 100 words for each.

- (i).....
- (ii).....
- (iii).....
- (iv).....
- (v).....
- (vi).....
- (vii).....
- (viii).....

(5 X 4 = 20)

Q. 3 (Essay Type Question). Attempt any TWO. Word limit 500 words for each.

- (i).....
- (ii).....
- (iii).....
- (iv).....

(2 X 15 = 30)

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# NEW SYLLABUS

B.Sc/B.Sc (Hons.)

Semester I & II

ECA

P C 22-204

## PRACTICALS: ELEMENTARY COMPUTER APPLICATIONS

**MM: 50**

The practical exercises will be designed to help in the understanding of concepts of computer and utilization in the areas outlined 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 exercises (including Attendance & Record performance)
  - Operating System
  - MS Word
  - MS Excel
  - Microsoft Access
  - Internet

3 X10 = 30

- Viva-voice

20

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