



(B.A.) (Arts)
 (B.A.) (Computer Application) Semester (II)

Course Code	UA02MICOP01	Title of the Course	Programming Language C and Presentation Package.
Total Credits of the Course	4	Hours per Week	4 (2 Theory + 2 Practical per Batch)

Course Objectives:	<ol style="list-style-type: none"> 1. To study the fundamental concepts of algorithm and flowchart development. 2. To learn the basics of logic development. 3. To acquire basic knowledge on structured programming. 4. To learn the fundamentals of a presentation package.
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Course Content		
Unit	Description	Weightage* (%)
1.	Concept of Algorithm and Flow Chart Development. <ul style="list-style-type: none"> • Requirement of Algorithm and Flow Chart, Definition. • Symbols Used to Draw Flow Chart. • Examples of Flow Chart and Algorithms. • Language Fundamental: High-low level Languages, Machine Languages Translator. Interpreter, Compiler 	25%
2.	Logic Development. <ul style="list-style-type: none"> • Problem Analysis. • Variables, Expression & Its Manipulation. • Data Types in High Level Languages, Operators. • I/O Statement, Assignment Statement. 	25%
3.	Structured Programming. <ul style="list-style-type: none"> • Control Strategies. • Condition and Loop Statements. • Method of Structured Programming. Subroutines. • Function Calling. 	25%
4.	Presentation Package <ul style="list-style-type: none"> • Introduction of PowerPoint Presentation • Tips to Make an Effective Presentation. • Creating Presentation, Save, Print • Inserting Chart, Smart Art, Image, Video, Table etc. • Slide Animation, Slide Transition, Slide Master. • Learning Various Types of Slide View, Slide Show Setup. 	25%

Teaching Learning Methodology	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical work per week per batch.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will able to	
1.	<ul style="list-style-type: none">•Understand the Algorithm and Flow Charts•Understand Basic Programming Languages.
2.	<ul style="list-style-type: none">•Identify and understand the Problem Analysis.•Understand the Variables and Data Types of C• Understand the Operators, I/O and Assignment Statements of C •Make small Programs of C
3.	<ul style="list-style-type: none">•Understand the concept Structured Programming.•Understand the use Various Conditional Statements and Control Structure of C.•Understand Subroutines and Function Calling using Small Programs.
4	<ul style="list-style-type: none">• Understand the concept of Power Point Presentation.• Slide creation, editing& formatting• Understand different facilities available to make Presentation attractive.

Suggested References:	
Sr. No.	References
1.	C programming By: Rajaraman
2.	Computer course windows 7 and office 2010 by R.K. Taxali Publisher Tata McGraw-Hill.
3.	Microsoft Office 2010 training guide By Prof. Satish Jain and M Geeta BPB Publication
On-line resources to be used if available as reference material	
On-line Resources	
https://www.youtube.com/watch?v=OC0L1_BGQNE	
https://www.youtube.com/watch?v=xu9ZN2znMuM	
https://www.youtube.com/watch?v=U8_8fTODn5g	
https://www.youtube.com/watch?v=ZSPZob_1TOk	
https://www.youtube.com/watch?v=vjvN1TrCnko	
https://www.youtube.com/watch?v=DunMU8oY4IU	
https://www.youtube.com/watch?v=OekrBhNyBP0	





(B.A.) (Arts)
 (B.A.) (Computer Application) Semester (II)

Course Code	UA02IDCOP01	Title of the Course	Data Base Management System (DBMS)
Total Credits of the Course	4	Hours per Week	4 (2 Theory + 2 Practical per Batch)

Course Objectives:	1. To impart knowledge on the fundamentals of DBMS. 2. To learn the basics of data manipulation in DBMS through SQL. 3. To acquire knowledge on creating and customizing Forms and Reports.
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Course Content		
Unit	Description	Weightage* (%)
1.	DBMS: Introduction DBMS and RDBMS, Concepts of DBMS, Data Processing – Importance of data processing, An Important Aspect of Business Data, Information, Data Processing, Data Types, Data Representation, Data Size, Relationship between Data Base and its advantages. Data Organization and Grouping: Character, Field, Record, File, Database, Objectives of DBMS, Components of DBMS, Types of Databases.	25%
2.	Introduction to DBMS Package (MS-Access - 2016): Introduction of MS Access, database, creating a database (Using Wizard, & Design) and Objects, Fields and data types, creating a table, Field Properties, Save and Close a Table, Add and Save Records, Edit Records and Close a Table, modify fields in a Table, Modify Columns and Rows in Data Sheet, Validation Rule of a Field and its Various Properties.	25%
3.	Data Manipulations in DBMS Through SQL: Introduction of SQL, Creating, Modifying and Saving a Query, Insertion of data into a Table (INSERT), Modify the Contents of a Table (UPDATE), Display Records from a Table (SELECT), Remove Records from a Table (DELETE), Ordering and Filtering Records of a Table, Use of Relational (Comparison), Operators (<, >, <=, >=, #, <>) and Logical Operators (AND, OR, NOT) in Query. Use of Aggregate (Group) Functions: AVG(), COUNT(), MAX(), MIN(), SUM(), Character Functions: LCASE(), UCASE(), LEN(), STR(), MID(), LEFT(), RIGHT(), Date Functions: DATE(), HOUR(), DAY(), MONTH(), YEAR().	25%





4.	Creating and Customizing Forms and Reports Introduction of Form, Creation with Form Wizard, View, Add, Delete and Save Records, Save and Close a Form, Change Form Design, Select, Resize, Move and Delete controls, Change Fonts, Size and Color of Text, showing data from more than one table, Introduction of Report, create a report, Preview, print and save a report, Report in design view Types of Reports and Forms.	25%
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Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical work per week per batch.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination (50% Written + 50% Practical)	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	<ul style="list-style-type: none"> •To understand the concept of Database. •To understand Fields, Records and Files.
2.	<ul style="list-style-type: none"> •Create database using Access. • Understand various types of Fields and its Properties.
3.	<ul style="list-style-type: none"> •Understand Structured Query Language and its various statements. • Students can work with SQL statements using Database.
4	<ul style="list-style-type: none"> • Student will able to create reports using Database.

Suggested References:	
Sr. No.	References
1.	Access in easy steps, illustrated using Access 2019 by Mike McGrath
2.	Exploring Microsoft Office Access 2019 Comprehensive by Mary Poatsy, Jerri Williams and Amy Rutledge





3.	Microsoft Excel & Access for Beginners & Pros. 2021, A Complete Guide to Master Excel and Access 365 for All Users by Matt Vic
4.	Learn Microsoft Office 2019, A comprehensive guide to getting started with Word, PowerPoint, Excel, Access, and Outlook by Linda Foulkes
5.	How to Use Microsoft Access 2016, A basic guide with step-by-step instructions for the complete beginner by Thanh X. Tran
6.	MICROSOFT ACCESS 365 FOR BEGINNERS: The Ultimate Guide On Everything You Need To Know About Microsoft Access 365 by Andrew Chidera
7.	Microsoft Access 2016 Introduction Quick Reference Guide - Windows Version by Beezix Inc

On-line resources to be used if available as reference material

On-line Resources

Microsoft Access Full Course In Hindi | Access Tutorial For Beginners In Hindi | Complete Access

https://www.youtube.com/watch?v=m_vP1-lyw7Y

Revision Class-Database Using MS ACCESS | Database, Table, Relationship Query, Form, Report in Hindi

<https://www.youtube.com/watch?v=BP8vDq68EvA>

Database Using MS ACCESS | Table, Query, Form, Report in Hindi

<https://www.youtube.com/watch?v=DD8hAJRVBPo>

How to Learn MS Access 2013/2016/2019 Full Course (MS Access Tutorial) in Hindi By Arvind

<https://www.youtube.com/watch?v=K3TF6mx7jw>

Microsoft Access 2013/16/19 | MS office access 2019 | Microsoft Access tutorial | Access in Hindi

https://www.youtube.com/watch?v=i_raN583Zew

MS Access: Full Course | Hindi/ Urdu | KB Tech India

https://www.youtube.com/watch?v=EA9MTqKh_EU





(B.A.) (Arts)
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Course Code	UA02SECOP01	Title of the Course	Office Management Tools
Total Credits of the Course	2	Hours per Week	2 (1 Theory + 1 Practical per Batch)

Course Objectives:	1. To impart fundamental knowledge on the Word Processing software. 2. To impart basic skill on the spreadsheet package.
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Course Content		
Unit	Description	Weightage* (%)
1.	<p>Word Processing-I: Concept and objectives of Word processing, Page layout, Edit & format paragraph, Line & paragraph spacing, Bookmark, Watermark, Bullets & Numbering, Insert page number, Header & Footer. Print Document.</p> <p>Word Processing-II: Table: Table Creation & Deletion, Table Properties- Row, Column, Cell, Border, Alignment-Left, Right, Center, None, Around, Border and shading Spelling Check, Thesaurus, Find, find & Replacing, Mail Merge, Object Link and Embedded Link, Clip Art, Go to Page#, Creating Macro</p>	50%
2.	<p>Spreadsheet-I: Introduction, Row, Column & Cell, Cell address Relative and Absolute Cell Address, Cell Range Name, Entering and Editing Text, Number, Image, Formula and Date & Times. Deleting Columns, Rows & Worksheet, Work Book and Worksheet. Auto sum, auto fill, Conditional Format.</p> <p>Spreadsheet-II: Functions: Statistical, Mathematical, Financial, Logical, Conditional & Date function.</p> <p>Chart: Creating and modifying chart, Inserting charts in to a worksheet.</p>	50%

Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical work per week per batch.
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Evaluation Pattern		
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1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	
3.	University Examination (50% Theory + 50% Practical)	100%

Course Outcomes: Having completed this course, the learner will able to	
1.	<ul style="list-style-type: none">• Prepare document using word processor.• Understand the importance of word processor.
2.	<ul style="list-style-type: none">• Use utilities available in word processor.
3.	<ul style="list-style-type: none">• Prepare spreadsheet for data analysis.
4.	<ul style="list-style-type: none">• Create charts to represent data.

Suggested References:	
Sr. No.	References
1	Introduction to Office Software, Word - Excel - PowerPoint 2020 by Darrell W. Hajek, 2020
2	Microsoft Office 365, A Complete Guide to Master Word, Excel and PowerPoint 365 for Beginners and Professional by Matt Vic, 2021
3	Excel Expert in Gujarati New by Computer World Books, ISBN: 9789381303481
4	Microsoft word & Excel 2021 for beginners & advanced learners. A step-by-step practical guide to mastering word & Excel 2021 by Peter-John.
5	Word 2019 For Dummies by Dan Gookin, 2018
6	Microsoft Word for beginners, Learn word processing skills by Richard Steve, 2021
7	Microsoft Word 2021 For Beginners & Power Users. The Concise Microsoft Office Word A-Z Mastery Guide for All Users by James Jordan, 2021
8	Introduction to Office Software, Word - Excel - PowerPoint 2020 by Darrell W. Hajek, 2020





On-line resources to be used if available as reference material
On-line Resources
Microsoft Word Tutorial (हिंदी) - Complete MS-Word Tutorial for Beginners https://www.youtube.com/watch?v=YHSLkNzLuqc
Word 2016 Beginner Tutorial by McAllister - YouTube https://www.youtube.com/watch?v=yV4i29Xo0iM
Word Tutorial For Beginners - Full Course in Hindi Microsoft Word Complete Tutorial - 2022 - YouTube https://www.youtube.com/watch?v=ezeM41vMXDY
Microsoft Word A to Z Tutorial 2021 (हिंदी) - Complete MS Word Beginners to Advance Tutorial https://www.youtube.com/watch?v=EeiLMV81Ujw
Word 2016 Beginner Tutorial by McAllister – YouTube https://www.youtube.com/watch?v=yV4i29Xo0iM
Word Tutorial For Beginners - Full Course in Hindi Microsoft Word Complete Tutorial - 2022 – YouTube https://www.youtube.com/watch?v=ezeM41vMXDY
Microsoft Word Tutorial (हिंदी) - Complete MS-Word Tutorial for Beginners - YouTube https://www.youtube.com/watch?v=YHSLkNzLuqc
Excel video training: https://support.microsoft.com/en-us/office/excel-video-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb
Microsoft Excel Tutorial for Beginners - Full Course https://www.youtube.com/watch?v=VI0H-qTclOg
Excel Tutorial for Beginners in Hindi - Complete Microsoft Excel tutorial in Hindi for Excel users: https://www.youtube.com/watch?v=5wM0GCEFCic
Data Entry & Office Work Training For Job In Excel In Hindi https://www.youtube.com/watch?v=HyLbqmbZgNo
Excel Tutorial For Beginners - Full Course in Hindi Microsoft Excel Complete Tutorial – 2023: https://www.youtube.com/watch?v=UfAIIzaQZJA
Excel Tutorial for Beginners in Hindi Complete Microsoft Excel Tutorial (Basic To Advance): https://www.youtube.com/watch?v=OX-iyb-21tk
Excel Tutorial For Beginners in Hindi - 8 Hours Complete Microsoft Excel Tutorial in Hindi 2021: https://www.youtube.com/watch?v=LmWRlewg43M

