

SARDAR PATEL UNIVERSITY, VALLABH VIDYANAGAR

B.Sc. Home Science

(Under Choice Based Credit Scheme)

Semester - FIRST (Effect from June, 2018)

Course Type	Course Code	Name of Course	Theory / Practical	Credit	Contact hrs/ week	Exam Dura. hrs	Marks		
							Internal	External	Total
Foundation Courses	UH01FENG21	English	T	2	2	2	15	35	50
	UH01FENV22	Environmental Studies	T	2	2	2	15	35	50
Core Courses	UH01CCHE23	Chemistry	T	2	2	2	15	35	50
	UH01CCHE24	Chemistry	P	1	2	3	15	35	50
	UH01CBIO25	Biology	T	2	2	2	15	35	50
	UH01CBIO26	Biology	P	1	2	3	15	35	50
	UH01CFRM27	Introduction to Resource Management	T	2	2	2	15	35	50
	UH01CFRM28	Introduction to Resource Management	P	1	2	3	15	35	50
	UH01CTCL29	Introduction to Clothing	T	2	2	2	15	35	50
	UH01CTCL30	Introduction to Clothing	P	1	2	3	15	35	50
	UH01CHUD31	Introduction to Human Development	T	2	2	2	15	35	50
	UH01CHUD32	Introduction to Human Development	P	1	2	3	15	35	50
	UH01CFDN33	Introduction to Foods & Nutrition	T	2	2	2	15	35	50
	UH01CFDN34	Introduction to Foods & Nutrition	P	1	2	3	15	35	50
Elective Courses	UH01EHSC01	Computer Basic	T	1	1	Internal	25		25
	UH01EHSC02	Computer Basic	P	1	1	3	20	30	50
	UH01EHSC03	National Service scheme	T	2	2	2	20	30	50
	UH01EHSC04	Grooming & Personality	T	2	2	2	20	30	50
		Total			24	30		390	510

SARDAR PATEL UNIVERSITY
First Year B.Sc. (Home) I-Semester
ENGLISH
Course Code: UH01FENG21

Credit : 02	Theory Pd/Wk: 02	Marks: 50
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Objectives:

1. To develop basic English reading and writing skills.
2. To familiarize learners with English structure.

Note:- Three Short stories selected from prescribed collection
 Name of the Text: Ten Short Stories Edited by Jatin Mohanty. Universities Press
 (Story No. 2. Romance of a Busy Broker, 4. The Earth, 5. A case of Identity)

Theory	Content	Weightage
Unit :I	Questions based on short stories to be asked	30%
Unit :II	a) Short notes based on short story (any one) b) B. Paragraph Writing	20%
Unit :III	Grammar and Vocabulary a) Tenses b) Prepositions c) Antonyms and Synonyms	30%
Unit :IV	Reading Comprehension	20%

Learning Outcome:

1. At the end of this course learner will be able:
2. To develop basic English reading and writing skills.
3. To read and write grammatically correct English

References :

1. Essentials of Business Communication – Rajendra Pal and JS Korlahalli (Sultan Chand & Sons)
2. Modern Commercial Communication – BS Shah Publication, Ahmedabad
3. Cambridge International Dictionary of Phrasal Verbs – Cambridge University Press
4. Developing Communication Skills – Krishna Mohan & Meera Benerji (Macmillan)
5. Business Communication – US Rai & SM Rai (Himalaya Publishing House, Mumbai)

Unit-IV	Environmental Pollution a) Definition b) Air Pollution c) Water Pollution d) Soil Pollution e) Noise Pollution	25%
Unit-V	Human Population, Social issues and the Environment a) From unsustainable to sustainable development b) Water conservation, rain water harvesting, watershed management. c) Human population and the environment.	20%
Unit-VI	Disaster management a) Floods b) Earthquakes c) Cyclones and landslides.	10%

Outcome :

The student should be able to understand the difference between sustainable and unsustainable development and predict problems that future generation has to face if use of non-renewable resources is not restricted and clearly understand their role in preventing pollution and conserving natural resources.

References:

1. Bhatt, Patel and Gohil, "Paryavaran, Environmental Studies" New Popular Prakashan, Surat (2008)
2. Tiwari, Khulbe and Tiwari", Environmental Studies" I.K. International Publishing House Pvt. Ltd., New Delhi (2007).
3. Kaur H. "Environmental Studies" PragatiPrakashan, Meerut (2005).
4. BharuchaErach "A Textbook of Environmental Studies" University Grant Commission, University Press Pvt. Ltd., Hyderabad (2005).
5. Sharma P.D. "Ecology and Environmental" Rastogi Publications, New Delhi (2003)

**First Year B.Sc. (Home) I-Semester
CHEMISTRY
Course Code: UH01CCHE23**

Theory
Credit : 02 Pd/Wk: 02 Marks: 50

Objectives:

1. To explain the students with the basic information about the chemical formula, chemical reactions and various types of solutions.
2. To provide knowledge regarding various acid (strong and weak) and bases.
3. To give a knowledge of electro-chemistry. and rate of chemical reaction.
4. Use of the various metals including precious metals and also with chemical formulas, its use and reactions with atmospheric changes.
5. To prepare him for other related course by providing basic knowledge in this course.

Theory	Content	Weightage
Unit -I	Fundamentals of Chemistry a) Scope and usefulness of chemistry b) Branches of Chemistry c) Classification of matter d) Laws of chemical Combination e) Structure of atom f) Bohr's Model of atom g) Electronic Configuration h) Atomic number i) Mass number j) Valence shell and Valence electrons k) Modern Periodic table l) Symbols m) Radicals n) Chemical Formula o) Chemical Bonding and Types of Bonding p) Types of Chemical Reactions q) Chemical Reactions Complete and balance	20%
Unit -II	Solution a) Types of Solution b) Methods for representing Concentration of solution c) Molarity d) Normality	20%

- e) Formality
- f) Molality
- g) Percentage W/W, W/V, V/V
- h) Mole Concept
- i) Diffusion and Osmosis

Colloids

- a) Types of Colloids
- b) Difference of True, Colloidal and Suspension solution
- c) Properties of Colloids
- d) Gel and Emulsion
- e) Application of Colloids

Unit -III Acid, base, pH

20%

- a) Acid Definition
- b) General Properties of acid
- c) Types of acid
- d) Preparation, Properties and uses of useful acids
- e) (HCl, H₂SO₄, HNO₃)
- f) Base-Definition
- g) General Properties of base
- h) Types of base
- i) Preparation, Properties and uses of useful base
- j) (NaOH, Na₂CO₃, NaHCO₃)
- k) pH- Definition ,
- l) pH Scale, Explanation
- m) Usefulness of pH
- n) Indicator
- o) Buffer Solution

Chemical Formula, Properties and uses of following Compounds

- a) Chlorine
- b) Ammonia
- c) Carbon dioxide
- d) Potassium permanganate
- e) Hydrogen peroxide
- f) Boric acid
- g) Bleaching powder
- h) Potash alum

Unit -IV	Electro chemistry	20%
	<ul style="list-style-type: none"> a) Redox reaction b) Definition c) Electrochemical cell d) Electrode potential e) Dry cell f) Lead Storage cell g) Corrosion 	
	Rate of Chemical reaction	
	<ul style="list-style-type: none"> a) Definition and explanation b) Rate of Chemical reaction and factors affecting it c) Nature of reactant, Concentration of reactant, Temperature, Catalyst 	

Unit -V	Metals	20%
	<ul style="list-style-type: none"> a) Classification of metals b) Difference between Metal and non metal c) General properties of metal d) Properties, uses and alloys of Copper, Aluminum, Iron e) Precious metals: Silver ,Gold and platinum f) Properties, uses and care of them 	
	Fire Extinguisher	
	<ul style="list-style-type: none"> a) Type of fire b) Methods for extinguishing fire c) Chemical fire extinguishers d) Dry powder e) Carbon dioxide f) Foam types. 	

OUT COMES:

1. Students completing this course will be able to give answer about uses of inorganic chemistry in various branches of home science.
2. Students will be able to make a chemical formula, chemical reactions. student also gain knowledge about solution preparation, acid and base and pH and various household chemicals ,metals and their uses.

REFERENCES:

- | | |
|---------------------------|--|
| (1) Fundamental chemistry | (P. L .Soni) |
| (2) Applied Chemistry | (Thankama Jacob) |
| (3) Inorganic Chemistry | (Gehani, Parekh, Bhagvat) |
| (4) Inorganic Chemistry | (B.D. Madam, B.S. Bisht) |
| (5) Chemistry-Std.XI | (Gujarat State boards of School text book) |

(6) Chemistry-Std.XII (Gujarat State boards of School text book)

First Year B.Sc. (Home) I-Semester

CHEMISTRY

Course Code: UH01CCHE24

Credit : 01

**Practical
Pd/Wk: 02**

Marks: 50

Practicals :

- (1) Qualitative analysis of water Soluble inorganic Compounds containing one Positive radical and one negative radical
- (2) Acid base titration :

Strong acid	Strong base
Strong acid	Weak base
Strong base	Weak acid

First Year B.Sc. (Home) I-Semester

BIOLOGY

Course Code: UH01CBIO25

Theory

Credit : 02

Pd/Wk: 02

Marks: 50

Objectives:-

To Enable Students-

1. To acquaint the students with fundamentals of Biosciences.
2. To enable the students understand the significance and utilization of plants and animals in general.
3. To familiarize the students with genetic concept.

Note: Plant body: Life processes, economic importance, cell and tissue. Animal cell and tissue, useful and harmful organisms, Micro-organisms, Genetics, Health and diseases.

Theory	Content	Weightage
Unit I	<ol style="list-style-type: none">1. Biological Science: Introduction, major branches of Biology, its significance.2. Elementary study of plant and animal cell.3. Composition of protoplasm.4. Brief study of cell division.5. Study of plant and animal tissues.	25%
Unit II	<ol style="list-style-type: none">1. Form, structure and functions of vegetative and reproductive parts of seed bearing plants.2. Study of unisexual and bisexual flowers.3. Elementary study of pollination, fertilization and reproduction in plants.4. Plant metabolism: Transpiration, Photosynthesis and respiration.	25%
Unit III	<ol style="list-style-type: none">1. Heredity and variations.2. Sex determination in man and multiple birth.3. General Health care and common diseases in human.4. Economic importance of plants and animals.	25%
Unit IV	<ol style="list-style-type: none">1. Transport of materials in living systems<ol style="list-style-type: none">a. Diffusionb. Exchange of substances between cells and their environment.c. Intracellular exchange of substances.d. Water and food transport2. Brief account of Virus, Bacteria and yeast, Commercial importance of Microbes.	25%

OUTCOME:

The students would get familiar with the basics of biology, they would gain knowledge regarding the plant and animal kingdom as well as the importance of genetics in human life.

REFERENCES:

1. Dutta A.C.,(1980) ‘ A class book of Botany’ John Brown, oxford university press. Faraday House, Calcutta- 13.
2. Apsangikar D.K. and Rane K.T.(1975): ‘Introduction to Botany’: Popular Publication Surat.
3. Sharma V.K. (1990) ‘Biology class XI’ Publishers 23,Daryaganj New Delhi-110002.
4. Sankaram M.S.(1990) ‘Biology for Class XII’Tata McGraw-Hill Publishing Company Limited 4/12 Asaf Ali Road New Delhi.
5. Gujarat State Board of school Text books (1994) ‘Biology Standard 12’: old assembly Building Sector 17,Gandhinagar.
6. Gujarat State Board of school Text books (1996) ‘Biology Standard 12’: old assembly Building Sector 17,Gandhinagar.
7. Maheshwari P.Manoharlal (1996) ‘Biology Part 1-7’ NCERT New Delhi.

**First Year B.Sc. (Home) I-Semester
BIOLOGY
Course Code: UH01CBIO26**

Credit : 01

**Practical
Pd/Wk: 02**

Marks: 50

Practicals will be conducted related to theory course and the records will be maintained by each candidate in a special record book, journal.

Practical

Content

1. Simple and compound Microscope.
2. Typical flowering plant body.
3. Unisexual and Bisexual flowers (Datura, Hibiscus, Sunflower, Cucurbits)
4. Cell and tissue (Plant and Animal)
5. Friend and foe animals.
6.
 1. Sexual and asexual reproduction in plants (Seed germination and vegetative propagation)
 2. Common economic plants.
7. Sexual and asexual reproduction in plants (Seed germination and vegetative propagation)
8. Common economic plants.
9. Plant physiology (transpiration, Photosynthesis and Respiration)
10. Mountings – Preparation and observation of Slides

**First Year B.Sc. (Home) I-Semester
INTRODUCTION TO FAMILY RESOURCE MANAGEMENT
Course Code: UH01CFRM27**

Credit : 02

**Theory
Pd/Wk: 02**

Marks: 50

Objectives:

1. To help students in learning various concepts of resource management.
2. To help students learn the basic process of management.
3. To recognize the importance of wise use of resources in order to achieve goals.

Theory	Content	Weightage
Unit-I	1.Meaning and scope of resource management	15%
	<ul style="list-style-type: none">a) Definition of resource managementb) Purpose of resource managementc) Obstacles in resource management and ways to overcome them	
	2. Resources	
	<ul style="list-style-type: none">a) Definition and its importance of resources in effective managementb) Characteristics of resourcesc) Types of resources<ul style="list-style-type: none">• Human Resources• Non Human Resources	
Unit-II	Factors motivating resource management	20%
	1. Values:	
	<ul style="list-style-type: none">a) Definition and its importance in human life,b) Types of values<ul style="list-style-type: none">• Extrinsic• Intrinsic	
	2. Goals:	
	<ul style="list-style-type: none">a) Definition and its importance in human lifeb) Types of goals:<ul style="list-style-type: none">• Short term goals• Intermediate goals• Long term goals	
	3. Standards.	
	<ul style="list-style-type: none">a) Definition and its importance,b) Classification of standards<ul style="list-style-type: none">• Conventional / Non Conventional	

- Qualitative / Quantitative
- Unit III : Decision Making :** 10%
- a) Definition and its importance
 - b) Steps involved in decision making
 - c) Types of decision
 - Individual Decision
 - Group Decision

- Unit IV : Management Process** 20%
- a) Definition and its importance in daily life
 - b) Steps involved in management process
 - Planning : Definition, importance of planning and steps in successful planning, types of plans, characteristics of planning.
 - Controlling: Definition and important steps involved in controlling phase: energizing, checking and adjusting.
 - Evaluation : Feedback : Definition and its importance, type of evaluation.

Unit V : Time Management and Energy Management 35%

1. Time Management
 - a) Meaning and need of time management
 - b) Tools of time management
 - c) Management applied to time
 - Planning
 - Controlling
 - Evaluating

2. Energy Management
 - a) Meaning and need of energy Management
 - b) Fatigue: Definition, types, methods to avoid fatigue
 - c) Management applied to energy
 - Planning
 - Controlling : Principles of body mechanics
 - Evaluating
 - d) Work simplification : Definition, Techniques of work simplification, Classes of change
 - Class A : Change in product
 - Class B : Change in household environment
 - Class C : Change in hand and body motion

OUTCOMES:

By the end of this course, students will be able to:

1. recognize the available resources and make the maximum use of resources to achieve the goals..
2. learn the basic process of management.
3. Critically analyze and apply the managerial skills in any situation.
4. manage the time and energy effectively and be more productive.

REFERENCES :

1. Ogle N. Srinivasan K. Varghese M.A.(1996) “Home Management” New age International House, New Delhi.
2. The Educational Planning Group Delhi (1993), “Home Management” Arya Publishing House, New Delhi.
3. Nickell P. And Dorsey J.M.,(2002) “Management in Family Living”, CBS Publications and Distributors Pvt. Ltd. New Delhi.
4. Shukul M. Gandotra V. ,(2006) “Home Management and Family Finance”, Dominant Publishers and Distributors, New Delhi.
5. ગંડોત્રા વી., મજમુદાર જે. (2007) , “ ગૃહવ્યવસ્થાપન, અનડા બુક ડીપો, અમદાવાદ.
6. ઠક્કર એમ. પુજારા જે. , (2001) , “ગૃહવ્યવસ્થાપન નો પરિચય” ,પ્રવિણ પુસ્તક ભંડાર, રાજકોટ.

First Year B.Sc. (Home) I-Semester
INTRODUCTION TO FAMILY RESOURCE MANAGEMENT
Course code: UH01CFRM28

Credit :01

Practical
Pd/Wk: 02

Marks: 50

Practicals:

1. a) Diagrammatic presentation of resources under different categories with examples.
b) Identify and list various community resources within your area.
2. Application of management process in day to day life activities.
3. Enlist and categorize various human values.
4. List five short term, intermediate and long term goals. Mention the resources required to achieve those goals.
5. a) Record all the decisions made in last three days and classify.
b) Describe the steps in decision making process to make the final choice for the given situation.
6. Develop a time plan schedule for the coming week and learn how much time spending on various activities.
7. Apply work simplification techniques in day to day life.
8. Finding minimum and maximum vertical and horizontal reach of individuals.

**First Year B.Sc. (Home) I-Semester
INTRODUCTION TO CLOTHING
Course Code: UH01CTCL29**

Theory
Credit : 02 Pd/Wk: 02 Marks: 50

Objectives :

1. To impart knowledge on the elements & principles of dress design.
2. To gain knowledge of the readymade garment industry.
3. To develop basic skills in clothing construction

Theory	Content	Weightage
Unit- I	Importance of Clothing a) Brief overview of how clothing originated. b) Importance of Clothing (why it originated)	20%
Unit- II	Elements of dress design & it's effect a) Line, Color, Silhouette, Texture	20%
Unit- III	Principles of dress design & it's effect a) Harmony, Balance, Proportion, Rhythm, and Emphasis.	20%
Unit- IV	Introduction to garment construction a) Designing, cutting, sewing, finishing b) Readymade garment manufacturers their brands	20%
Unit- V	Fashion Industry a. Fashion designers- Indian and world. b. Medium of fashion information- T.V., Fashion blogs, Fashion shows, Newspaper	20%

REFERENCES:

1. Fashion Technology M. Narang; Asia Pacific Business Press Inc. Delhi
2. Elements of Fashion & Apparel Design; Sumathi G.I. New Age International Ltd, 2002
3. The new Textiles; 1993 C.Colchester; thames & Hudson Ltd;
4. Fashion Design & product development ; 1992 H.Carr & J. Pomeroy, Blackwell Scientific Publication ;
5. Fashion Tourism(2010) Kumar A., Sonali Publication, New Delhi. India.
6. Fashion Technology, today & tomorrow; N. Pundir, Mittal Publication New Delhi;2007
7. Basic process & Clothing Construction. Doongaji S.C.& Deshpande(1964),New Raj Book, New Delhi.
8. Sewing for Apparel Industry, Shaeffer C (2000); Prentice Hall New Jersey.

9. Textile technology to GCSE(1999), Dawn J., Oxford university press

**First Year B.Sc. (Home) I-Semester
INTRODUCTION TO CLOTHING
Course Code: UH01CTCL30**

Credit : 01

**Practical
Pd/Wk: 02**

Marks: 50

Practical:

1. Sewing machine- Care, threading & use of machine.
 - a) Sewing machine attachments

2. Make samples of the following
 - a) Plain seam, flat-filled seam, French seam
 - b) Edge machine- $1/4^{\text{th}}$, $1/3^{\text{rd}}$, $1/6^{\text{th}}$
 - c) over-lock seam
 - d) rolled/ bidding seam
 - e) bias binding, bias facing
 - f) shaped facing
 - g) darts
 - h) side pleat
 - i) Full opening placket
 - j) skirt placket
 - k) continuous placket
 - l) hemming
 - m) tacking
 - n) running

3. Collection of textile components, its application & use
 - a) Buttons, stud fastenings, eyelets, ribbon, lace, braid, buckle, chain, safety pins, rivets, poggles, zip

4. Readymade garment analysis- seam type, neckline finishes, fullness etc.

5. Related glossary

- c) Common emotions of early childhood (Anger, fear, jealous, curiosity, joy, affection)
- d) Factors influencing social development.

Late childhood

- a) Skills of late childhood.
- b) Speech improvement in late childhood (pronunciations, forming sentences and speech)
- c) Moral development
- d) Socialization
- e) Developments of concepts
- f) Factors influencing moral development

Adolescence:-

- a) Need, problems and interest in Adolescence.
- b) Guidance to Adolescence.
- c) Social and emotional maturity

Characteristics of Adulthood

- a) Adjustment to change family patterns in middle age
- b) Vocational and family life hazards

OUTCOME:

1. They will understand all the stages of lifespan.
2. They will come to know about various developments.
3. Students will learn about principles of growth and development.

REFERENCES:

1. Mussen, P. N Conger, J.J. Kagar, J & Huston, A C(1990) Child Development & Personality(7ed) N. Y Harper Collins.
2. Cole M & Cole. S (1993) : The development of children. New York: Scientific American Books.
3. Hurlock “ development and psychology”
4. Pappalia “ human development”
5. Berk L.E. “child development” new delhi
6. Craig G. “human development” N.J. Prentice Hall
7. Cole M. and Cole S. “The development of Children

First Year B.Sc. (Home) I-Semester
INTRODUCTION TO HUMAN DEVELOPMENT
Course code: UH01CHUD32

Credit: 01

Practical
Pd/ Wk: 02

Marks: 50

Objectives:-

1. To acquaint the students about growth monitoring & anthropometric Measurements of a child.
2. The introduction and application of the basic tools of research in the field of Human Development to the students

Practical:

1. Growth monitoring.
Anthropometric measurements of a child. Ht. Wt., circumferences etc. [by the use of Salter Scale and MUAC]
2. Observation of individuals of different stages of life with the help of checklist.
 1. Neonate
 2. Infancy
 3. Early childhood
 4. Late childhood
 5. Adolescence
 6. Young adulthood
 7. Middle age
 8. Late adulthood
3. The major tools of research in child study/ the field of human development.
 - a. Case study
 - b. Interview
 - c. Questionnaire
4. Organize film show/slide show/PPT for the students:
 - a) Stages of pregnancy
 - b) Types of birth
 - c) Neonate care

First Year B.Sc. (Home) I-Semester
INTRODUCTION TO FOODS AND NUTRITION
Course Code: UH01CFDN33

Theory

Credit : 02

Pd/Wk: 02

Marks: 50

Objectives:

1. To understand the functions of food and the role of the various nutrients and their requirements
2. To be familiar with different methods of cooking, their advantages and disadvantages.
3. To gain knowledge of improving nutritional quality of food

Theory	Content	Weightage
Unit -I	1. Concept of Nutrition, function of Foods, Basic five food and their contribution to balanced diet. 2. Method of cooking –advantages and disadvantages ,its effect on nutritive value, 3. Improving nutritional quality foods(germination,fermentation,substitution,fortification,enrichment and Supplementation)	30%
Unit -II	Classification ,sources, function, RDA of Protein ,Carbohydrate and Fats	20%
Unit -III	Classification ,sources, function, RDA of water soluble vitamins: Thiamine, Riboflavin, Niacin, Pyridoxine, Pantothenic acid ,vitamin B12, folic acid and vitamin C	20%
Unit-IV	Classification ,sources, function, RDA of Fat soluble vitamins: Vitamin A,D,E,K	15%
Unit-V	Classification ,sources, functions of RDA of Mineral: Calcium, Phosphorus, Iron, Zinc, Flourine, Iodine ,Selenium, Magnesium	15%

OUTCOMES:

1. The students will learn to identify and classify rich sources of nutrients and it will help them to improve quality of life

REFERENCES:

1. Educational Planning group(1991) : “Food and Nutrition, Text book of home science For senior students.”3rd Edition, Arya publishing house, New Delhi.
2. Mudambi, S.R and Rajagopal M.V . Fundamentals of Nutrition, New Age International Ltd.
3. Food science and Nutrition by SunetraRoday, Oxford publication
4. Fundamentals of Foods, Nutrition and Diet Therapy
MudambiSumati R.

First Year B.Sc. (Home) I-Semester
INTRODUCTION TO FOODS AND NUTRITION
Course Code: UH01CFDN34

Credit : 01

Practical
Pd/Wk: 02

Marks: 50

Practicals:

Plan and Prepare rich recipes for the following :

- 1 Carbohydrates
- 2 Protein(incorporating combination of cereals and pulses)
- 3 Fat
- 4 Vitamin B1(Incorporating fermentation and germination)
- 5 Vitamin B2
- 6 Vitamin C
- 7 Vitamin A
- 8 Iron
- 9 Calcium

Unit –IV A. Microsoft word

30 %

- Features of word processor
- Introduction MS-word
- Creating / Saving / Opening / Closing document

B. Editing and Formatting a Documents

- Selecting text
- Moving Text
- Moving the insertion point
- Formatting the document
- Inserting Text/Overtyping Text
- Headers and footers
- Inserting a line
- Using Grammar and spell check
- Deleting Text
- Using thesaurus
- Undo command
- Using Tab
- Redo command
- Newspaper style columns
- Copying Text
- Printing & document

C. Word art

- Inserting word art
- Inserting clipart
- Drawing art objects
- Bullets and numbering
- Find and replace
- Mail merge
- Inserting Tables

First Year B.Sc. (Home) I-Semester
COMPUTER BASIC
Course Code: UH01EHSC02

Credit : 01

Practical
Pd/Wk: 02

Marks: 50

Practicals:

1. Make a list of the storage devices that are used to store the data, used in your computer lab and also write the configuration of your computer Ram, Hard-disk, etc.
2. Practical on use of basic window Accessories (2 exercise)
3. Create a new document & type a (Letter/Paragraph/ Article).
4. By using different icons change document as per instructions.
5. Search, Collect & Save the given topic on different search engine and create your account on Gmail & send mail to your friend.

**First Year B.Sc. (Home) I-Semester
NATIONAL SERVICE SCHEME
Course Code: UH01EHSC03**

Credit : 01	Theory Pd/Wk: 02	Marks: 50
Unit -I: Introduction and Basic Concepts of NSS		10%
<ul style="list-style-type: none">a) History, philosophy, aims & objectives of NSSb) Emblem, flag, motto, song, badge etc.c) Organizational structure, roles and responsibilities of various NSSd) functionaries		
Unit -II: NSS Programmes and Activities		30%
<ul style="list-style-type: none">a) Concept of regular activities, special camping, Day Campsb) Basis of adoption of village/slums, Methodology of conducting Surveyc) Financial pattern of the schemed) Other youth prog./schemes of GOIe) Coordination with different agenciesf) Maintenance of the Diary		
Unit -III: Understanding Youth		10%
<ul style="list-style-type: none">a) Definition, profile of youth, categories of youthb) Issues, challenges and opportunities for youthc) Youth as an agent of social change		
Unit -IV: Community Mobilisation		30%
<ul style="list-style-type: none">a) Mapping of community stakeholdersb) Designing the message in the context of the problem and the culture of the communityc) Identifying methods of mobilisationd) Youth-adult partnership		
Unit -V: Volunteerism and Shramdan		20%
<ul style="list-style-type: none">a) Indian Tradition of volunteerismb) Needs & importance of volunteerismc) Motivation and Constraints of Volunteerismd) Shramdan as a part of volunteerism		