

SARDAR PATEL UNIVERSITY
B.Voc (Software development)
Semester: I
Syllabus with effect from: June 2021

Paper Code: Code: US01FBVS51	Total Credits:3
Title Of Paper: Basics of IT	

Unit	Description in detail	Weightage (%)
1	<p>Introduction to MS Windows. Operating system-Definition & functions Basic components of windows Learning about icons, types of icons, taskbar, activating windows, using desktop title bar, running applications, exploring computer, managing files and folders copying and moving files and folders. Control panel –display properties, adding and removing software and hardware, setting date and time, screensaver and appearance using windows accessories.</p>	25%
2	<p>Introduction to Word Documentation Using MS-Word Introduction to word processing interface, Toolbars, Menus Creating & Editing Document Formatting Document Finding and replacing text Header and footer concepts Drop cap Auto-text, Autocorrect, Spelling and Grammar Tool Document Dictionary, Page Formatting, Bookmark, Previewing and printing document Advance Features of MS-Word-Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template.</p>	25%
3	<p>Introduction to excel Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel, Cell, cell address Creating & Editing Worksheet, Formatting and Essential Operations, Moving and copying data in excel, Header and footer, Formulas and Functions, Charts, Cell referencing, Page setup, Macros, Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation, Database Management using Excel-Sorting Filtering, Validation, What if analysis with Goal Seek, Conditional formatting.</p>	25%
4	<p>Introduction to powerpoint Presentation using MS-PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect., Introduction to MS Access: creating database creating and manipulating tables, forms, queries reports, modules, importing and exporting of data.</p>	25%
	Practical:	
	The students are required to do Dictation, Narration, Listening Comprehension, Note Making/Note Taking as given by concerned faculty	

MAIN REFERENCE BOOKS :

1. Taxali R.K : PC Software for windows made simple, Tata McGraw-Hill Publishing Co. Ltd.
2. Manuals of PC Software

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Paper Code: Code: US01FBVS52	Total Credits:3
Title OfPaper: Logical Organization of Computers	

Unit	Description in detail	Weightage (%)
1	Introduction to Computers <ul style="list-style-type: none"> - History of Development of Computers - Generation of Computers - Types of Computers (Microcomputers, Minicomputers, Mainframes, Super Computers) - Hardware, Software & Firmware 	25%
2	Architecture of a Computer <ul style="list-style-type: none"> - Block Diagram & Functional Units - Hardware components: Mother board, Processor, Memory, ports - Fetch-decode-execute cycle - BIOS, POST 	25%
3	Number Systems and Memory <ul style="list-style-type: none"> - Various number systems (Binary, Octal, Hexadecimal, Decimal) - Conversion among various number systems - Binary addition & subtraction - Hexadecimal addition & subtraction - Parity Scheme - ASCII Character Code ,Memory organization ,Addressing Modes - Memory types: RAM, ROM, FLASH, PROM, EPROM, EEPROM - Concepts of virtual memory, Cache memory 	25%
4	Storage Devices and I/O Devices <ul style="list-style-type: none"> - Floppy Disks: structure, reading/writing, formatting - Hard disk and its architecture - CD-ROM, DVD ROM - Back up Devices - Printers: Line printer, DOT matrix, Laser, Inkjet - Plotters: Scanners, OCR, OMR - Keyboard, Mouse - Other Devices: Joysticks, Touch pads, pens etc - Monitors (CRT Flat Screen LCD) 	25%
	Practical	
	The students are required to do Dictation, Narration, Listening Comprehension, Note Making/Note Taking as given by concerned faculty	

MAIN REFERENCE BOOKS:

1. How computer work: Ron White – Tech media
2. Introduction to computers: 4th Edition – Peter Norton
3. Fundamentals of Computers: V. Rajaraman
4. Computer Fundamentals: Pradeep K. Sinha & Priti Sinha (BPB)

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Paper Code: US01FBVS53	Total Credits:3
Title Of Paper: Business Communication-I	

Unit	Description in detail	Weightage (%)
1	Introducing Business Communication: Concepts, Definition & Attributes of Communication Objectives Of business communication Process of communication Importance of effective communication in business	25%
2	Business Etiquettes: Concept & Importance Etiquettes for: <ul style="list-style-type: none"> • Meeting • Telephone/Cellphone Conversation Etiquettes at workplace (internal-superiors, peers & subordinates)Etiquettes with stakeholders(external-	25%
3	Verbal & Non Verbal Communication: Verbal: <ul style="list-style-type: none"> • Characteristics & importance of verbal communication • Advantages & limitations of verbal communication Non Verbal: Kinesics, Proxemics, Chronemics, Paralanguage Advantages & Disadvantages of nonverbal communication	25%
4	Business Correspondence: Forms & Layout of business Letters of Enquiry, Complaints Reply and adjustments Sales Promotions letters Notice, agenda, Minutes of corporate meetings	25%
Practical:		
The students are required to do Dictation, Narration, Listening Comprehension, Note Making/Note Taking as given by concerned faculty		

Basic Text & Reference Books:

1. Essentials of business communication-Rajendrapal & JSK or lahalli
2. Developing Communication skills–Krishan mohan & Meera Benerji
3. Effective Business Communication–Asha Kaul

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Paper Code: US01FBVS54	Total Credits:3
Title Of Paper: Algorithms and Programming	

Unit	Description in detail	Weightage (%)
1	Concept of Algorithm, Flowchart and Languages <ul style="list-style-type: none"> - Concept of an algorithm and a flow chart, need and definition - Symbols used to draw a flow chart - Typical (primitive) examples of flowcharts and algorithms - Generations of computer languages - High-level and low-level languages - Translators - Introduction to editors and details about one of the editors 	25%
2	Basics of Programming <ul style="list-style-type: none"> - Problem analysis - Variables, expressions & manipulation - Data types in a high-level language, operators - I/O statements, Assignment statements - Control strategies, Conditions 	25%
3	Structured Programming and Arrays <ul style="list-style-type: none"> - Loop statements - Method of structured programming - Arrays 	25%
4	Strings, Library Functions and Command-line arguments <ul style="list-style-type: none"> - String handling. - Common standard library functions - Command-line arguments 	25%
	Practical:	
	The students are required to do Dictation, Narration, Listening Comprehension, Note Making/Note Taking as given by concerned faculty	

MAIN REFERENCE BOOKS :

1. Kernighan B., Ritchie D. : The C Programming Language, Prentice Hall.
2. Cooper H. & Mullah H: The Sprit of C, Jaico Publication House, New Delhi.
3. Balaguruswami : Programming in ANSI C., Tata McGraw Hill Publication.
4. Yashwant Kanetkar: Let Us C

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Paper Code: Code: US01CBVS51	Total Credits:3
Title Of Paper: Basics of I.T Practical Lab	

Part	Description in detail	Weightage (%)
1	<ul style="list-style-type: none">• Practical based on Basics of I.T	100%

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Paper Code: US01CBVS52	Total Credits:3
Title Of Paper: Algorithms and Programming Practical Lab	

Part	Description in detail	Weightage (%)
1	<ul style="list-style-type: none">• Practical based on Algorithms and Programming (C)	100%

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Semester: I
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Paper Code: US01CBVS53	Total Credits:12
Title Of Paper: Practical Training –I	

Part	Description in detail	Weightage (%)
1	<ul style="list-style-type: none">● Practical Training on Microsoft Office● Practical Training on Programming in C● Practical Training on HTML● Practical Training on CSS● Practical Training on Oracle 10g <p>➤ The students have to undergone for internship/ on the job training under any Concerned Organization in the areas of QP/NOS</p> <p>➤ A presentation as well as report has to prepared and presented for the viva-voce and submit it to the concerned faculty.</p>	100%