COMPUTER AWARENESS (LEVEL – I)

Paper Code CALI 101 and CALI 102
L1 – (I) BASIC COMPUTER EDUCATION

Max. Marks: 100   **Pass Marks: 35**
Exam Duration: 3 Hrs   **Workload: 3 periods/week**

Note: Examiner will be required to set Nine Questions in all. First Question will be compulsory, consisting of objective type/short-answer type questions covering the entire syllabus. In addition to that eight more questions will be set, two questions from each Unit. A candidate will be required to answer five questions in all, selecting one question from each unit in addition to compulsory Question No. 1. All questions will carry equal marks.

UNIT-I
Computer: Definition, Characteristics, Applications, Components of Computer System, Input/Output Devices, Concept of Memory, Magnetic and Optical Storage Devices.
Operating System- Windows: Definition & Functions of Operating System, Basic Components of Windows, Exploring Computer, Icons, taskbar, desktop, managing files and folders, Control panel.

UNIT-II
Word Processing: Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros.

UNIT-III
Spread Sheet: Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths, Copying of cells, Mathematical, Statistical and Financial function, Drawing different types of charts.

UNIT-IV
Computer Communication: Internet and its applications, Surfing the Internet using web browsers, Creating Email Id, Viewing an E-Mail, Sending an E-Mail to a single and multiple users, Sending a file as an attachment.

REFERENCES BOOKS
1.   Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB
2.   Dromey, R.G., How to Solve it By Computer, PHI
3.   Microsoft Office – Complete Reference – BPB Publication

L1 – (II) SOFTWARE LAB – I

Max. Marks: 100   **Pass Marks: 35**
Exam Duration: 3 Hrs   **Workload: 3 periods/week**

Windows Operating System
1. Use of Control Panel for various system settings.

Word Processing
1. Writing a letter in Professional manner.
2. Use of mail-merge
3. Use of word processor to create index

Spread Sheet
1. Generation of Income statement of an Employee and Mark Sheet of a student etc.
2. Apply various mathematical, statistical and financial functions on any worksheet.
3. To compute mean/median/mode in any worksheet.

Computer Communication
1. Connect the Internet, Open any website of your choice and save the Web Pages.
2. Search any topic related to your syllabi using any search engine and download the relevant material.
3. Create your E-Mail ID on any free E-Mail Server, Login through that and implement various operations provided in it.

COMPUTER AWARENESS (LEVEL – II)

Paper Code CALI 201 and CALI 202

L2 – (I) PC SOFTWARE AND ICT

Max. Marks: 100   **Pass Marks: 35**
Exam Duration: 3 Hrs   **Workload: 3 periods/week**

Note: Examiner will be required to set Nine Questions in all. First Question will be compulsory, consisting of objective type/short-answer type questions covering the entire syllabus. In addition to that eight more questions will be set, two questions from each Unit. A candidate will be required to answer five questions in all, selecting one question from each unit in addition to compulsory Question No. 1. All questions will carry equal marks.

UNIT-I

MS-Access: Starting Access, Benefits of Access, Table, Fields / Columns, Records,/ Rows, Query, Form, Report, Macro, Module.
Table: Create Table, Datasheet View, Table Design, Field Name, Data Type, Text, Memo, Numbers, Date/Time, Currency, Yes/No, AutoNumber, OLE Object, Attachment, Hyperlink.

UNIT-II

Presentation Software: Creating, modifying and enhancing a presentation, Delivering a presentation, Using sound, animation and design templates in presentation.

UNIT-III

ICT Fundamentals: Basics of Information Communication Technology, Computer Networks and their advantages, Types of Computer Network, Network Topologies, Basics of Transmission Media

UNIT-IV

Internet Advanced Services: Downloading/uploading files using ftp/telnet, Chatting, Video conferencing, Online storage of data on Google and Yahoo, Configuring and Using Outlook Express for E-Mail.

REFERENCES BOOKS
1. Microsoft Office – Complete Reference – BPB Publication
2. Learn Microsoft Office – Russell A. Stultz – BPB Publication
3. Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB

L2 – (II) SOFTWARE LAB – II

Max. Marks: 100   **Pass Marks: 35**
Exam Duration: 3 Hrs   **Workload: 3 periods/week**

Ms-Access
1. Creation of table, insertion, deletion and make a query.
2. Create a database of Library
3. Make entries of issue books, add books and calculate fine.
   Presentation Software
1. Make a presentation of College Education System using (a) Blank Presentation, (b) From Design Template, and (c) From Auto Content Wizard.
2. Make a presentation on "Wild Life". Apply various colour schemes, audio effects and animation schemes.