

Udai Pratap College, Varanasi
(An Autonomous Institution)



Syllabus of Subject: Vocational Course CCC

Session: 2022-2023

Department of Computer Science
Udai Pratap College, Varanasi, 221002
(An Autonomous Institution)

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Subject: Vocational course		
Course code	Course Title: CCC	
Credit: 1	Core: Elective	
Max. Marks: 25+75	Min. Passing marks:	
Total no. of lectures –Tutorial – Practical (in Hours per week) : T-L-P: 1-0-0		
Unit	Topics	No. of Lectures
CCC		
I	<p>INTRODUCTION TO COMPUTER: Introduction, What is Computer?, History of Computers, Characteristics Of Computer System, Basic Applications of Computer, Components of Computer System, Central Processing Unit, Keyboard, mouse and VDU, Other Input devices, Other Output devices, Computer Memory, Concept of Hardware and Software, Application Software, Systems software, Programming Languages, Multimedia and Entertainment</p> <p>INTRODUCTION TO GUI BASED OPERATING SYSTEM: Introduction, Objectives, Basics of Operating System, Basics of popular operating system (WINDOWS), User Interface, Task Bar, Icons, Start Menu, Running an Application, File and Directory Management.</p>	03
II	<p>ELEMENTS OF WORD PROCESSING: Introduction, Word Processing Basics, Opening Word Processing Package, Menu Bar, Using The Help, Using The Icons Below Menu Bar, Opening and closing Documents, Save and Save as, Page Setup, Print Preview, Printing of Documents, Text Creation and manipulation, Editing Text, Text Selection, Cut, Copy and Paste, Font and Size selection, Alignment of Text, Formatting the Text, Paragraph Indenting, Bullets and Numbering, Changing case, Table Manipulation, Draw Table,</p>	03

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III	SPREAD SHEET: Introduction, Elements of Electronic Spread Sheet, Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks, Manipulation of Cells, Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width, Function and Charts, Using Formulas.	03
IV	MAKING SMALL PRESENTATIONS: Introduction, Basics, Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation, Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Entering and Editing Text, Inserting And Deleting Slides in a Presentation, Preparation of Slides, Inserting Word Table or An Excel Worksheet, Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object, Providing Aesthetics, Enhancing Text Presentation, Working with Color and Line Style, Adding Movie and Sound, Adding Headers and Footers, Presentation of Slides, Viewing A Presentation, Choosing a Set Up for Presentation, Slide Show, Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.	03
V	COMPUTER COMMUNICATION AND INTERNET: Introduction, Basics of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet, Basics of Internet Architecture, Services on Internet, World Wide Web and Websites, Communication on Internet, Internet Services, Preparing Computer for Internet Access, ISPs and examples (Broadband/Dialup/WiFi), Internet Access Techniques, Web Browsing Software, Search Engines, Popular Search Engines / Search for content, Accessing Web Browser, Basics of E-mail, Email Addressing, Using E-mails, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, Replying to an E-mail message, Forwarding an E-mail message, Sorting and Searching emails, Sending document by E-mail.	03

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Suggested Readings:

1. Fundamental of Computer by V. Rajaraman
2. Complete Reference BPB Publication (MS Office)

This course can be opted as an Elective by the students of following subjects

Open to All

Continuous Internal Evaluation (CIE) Methods

20 Marks for the Test/ Quiz/ Assignment/ Seminar

05 Marks for class interaction

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Subject: Vocational course		
Course code	Course Title: CCC	
Credit: 2	Core: Elective	
Max. Marks: 25+75	Min. Passing marks:	
Total no. of lectures –Tutorial – Practical (in Hours per week) : T-L-P: 0-0-4		
Unit	Topics	No. of Lectures
	CCC(Practical)	60
<ol style="list-style-type: none"> 1. Operating system DOS, Internal and External commands, Windows. 2. Opening Word Processing Package, Menu Bar, Using The Help, Using The Icons Below Menu Bar, Opening and closing Documents, Save and Save as, Page Setup, Print Preview, Printing of Documents, Text Creation and manipulation, Editing Text, Text Selection, Cut, Copy and Paste, Font and Size selection, Alignment of Text, Formatting the Text, Paragraph Indenting, Bullets and Numbering, Changing case, Table Manipulation, Draw Table. 3. Opening Word Processing Package, Menu Bar, Using The Help, Using The Icons Below Menu Bar, Opening and closing Documents, Save and Save as, Page Setup, Print Preview, Printing of Documents, Text Creation and manipulation, Editing Text, Text Selection, Cut, Copy and Paste, Font and Size selection, Alignment of Text, Formatting the Text, Paragraph Indenting, Bullets and Numbering, Changing case, Table Manipulation, Draw Table. 4. PowerPoint Presentation, Saving A Presentation, Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Entering and Editing Text, Inserting And Deleting Slides in a Presentation, Preparation of Slides, Inserting Word Table or An Excel Worksheet, Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object, Providing Aesthetics, Enhancing Text Presentation, Working with Color and Line Style, Adding Movie and Sound, Adding Headers and 		

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Footers, Presentation of Slides, Viewing A Presentation, Choosing a Set Up for Presentation, Slide Show, Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.

5. World Wide Web and Websites, Communication on Internet, Internet Services, Preparing Computer for Internet Access, ISPs and examples (Broadband/Dialup/WiFi), Internet Access Techniques, Web Browsing Software, Search Engines, Popular Search Engines / Search for content, Accessing Web Browser, Basics of E-mail, Email Addressing, Using E-mails, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, Replying to an E-mail message, Forwarding an E-mail message, Sorting and Searching emails, Sending document by E-mail.

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This course can be opted as an Elective by the students of following subjects

Open to All

Continuous Internal Evaluation (CIE) Methods

10 Marks for Record file (Depending upon the number of experiments performed out of the total assigned experiments.)

10 Marks for Viva Voice

05 Marks for class interaction

8/15/2017