

# Udai Pratap College, Varanasi

(An Autonomous Institution)



## Syllabus of the Subject: Vocational Courses

As per guidelines of National Education Policy-2020 (NEP-2020)  
w.e.f. the session 2021-2022

*Handwritten signatures and initials:*  
Singh, Singh, Singh, Singh, Singh

**Subject: Vocational Course**

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|--|--|
| Course Code:   | Course Title: <b>Basics of Computer Applications</b> |
| Credits: <b>1</b>  | Core : Elective                                      |
| Max. Marks: <b>25+75</b>   | Min. Passing Marks:                                  |
| Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: <b>1-0-0</b> |  |

| Unit | Topics | No. of Lectures |
|------|--------|-----------------|
|------|--------|-----------------|

**Basics of Computer Applications**

|     |  |   |
|-----|--|---|
| I   | What is Computer, History of Computer, Characteristics Of Computer System , Central Processing Unit, Keyboard, mouse , VDU, ALU, CU, computer memory, RAM, ROM, PROM, EPROM, Input devices and Output devices , Number systems, Binary, octal, hexadecimal, Decimal and their Conversions  | 5 |
| II  | Concept of Hardware and Software, Application Software, System software, Programming Languages, Representation of Data , Informations, Introduction to operating system, DOS, Internal and External commands, Windows.   | 5 |
| III | Word Processing .Opening Word Processing Package, Menu Bar, Using The Help, Using The Icons Below Menu Bar, Opening and closing Documents , Opening Documents, Save and Save as, Page Setup, Print Preview , Printing of Documents, Text Creation and manipulation, Document Creation, 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 , Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading. | 5 |

**Suggested Readings**

1. Fundamental of Computer by V.Rajaraman
2. Complete Reference BPB Publications( MS Word)

**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 Test / Quiz / Assignment / Seminar

05 Marks for Class Interaction

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Single or more Quiz  
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**Subject: Vocational Course**

|  |  |  |
|--|--|--|
| Course Code:   | <b>Course Title: Computer Applications (Practical)</b> |  |
| Credits: <b>2</b>  | Core : Elective  |  |
| Max. Marks: <b>25+75</b>   | Min. Passing Marks:                                    |  |
| Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: <b>0-0-4</b> |  |  |

| Topics | No. of Lectures |
|--------|-----------------|
|--------|-----------------|

**Computer Applications (Practical)**

- |  |    |
|--|----|
| <ol style="list-style-type: none"><li>DOS. Internal and External commands, Windows.</li><li>Write a letter and cut, copy, paste, save</li><li>Formatting the Text, Paragraph Indenting , Bullets and Numbering, Changing case, Table Manipulation, Draw Table</li><li>Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column. Border and shading.</li></ol> <p>Some other experiments will be done based on the theory.</p> | 60 |
|--|----|

**Suggested Readings**

- Fundamental of Computer by V.Rajaraman
- Complete Reference BPB Publications( MS Word)

**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 no. of experiments performed out of the total assigned experiments)
- 10 Marks for Viva Voce
- 05 Marks for Class Interaction

*Handwritten notes and signatures:*  
Single  
TK  
J.C. D.  
04/9/21