

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

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

Single or more Quiz
TH *Steady* *High*

Subject: Vocational Course		
Course Code:	Course Title: Computer Applications (Practical)	
Credits: 2	Core : Elective	
Max. Marks: 25+75	Min. Passing Marks:	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-4		
	Topics	No. of Lectures
Computer Applications (Practical)		
	1. DOS. Internal and External commands, Windows. 2. Write a letter and cut, copy, paste, save 3. Formatting the Text, Paragraph Indenting , Bullets and Numbering, Changing case, Table Manipulation, Draw Table 4. Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading. Some other experiments will be done based on the theory.	60
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		
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		



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 04/9/21

Subject: Vocational Course		
Course Code:	Course Title: Basics of Microsoft Applications	
Credits: 1		Core : Elective
Max. Marks: 25+75		Min. Passing Marks:
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 1-0-0		
Unit	Topics	No. of Lectures
Basics of Microsoft Applications		
I	Introduction to Computer, History of Computer, Characteristics Of Computer System , Central Processing Unit Keyboard, mouse and 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	Introduction of Ms Words, Creating Documents, Editing Text, Selecting Text, Deleting Text, Inserting Text, Copying, Moving, Finding and replacing, Formatting the Text, Page Layout and Page Setup, Inserting and Creating Table, Mail Merge.	5
III	Introduction of Ms-Excel, Excel Spread Sheet, Menu Bar, Formula Bar, Tool Bar, Active cell, Workbook Window, Page setup, Fonts , Alignment Numbers ,Functions and Formula, Charts(Bar , Line , Pie). Introduction of power Point, Opening A PowerPoint Presentation, Saving A Presentation, Crention 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, Slide Show, Running a Slide Show.	5
Suggested Readings		
1. Fundamental of Computer by V.Rajaraman 2.Complete Reference BPB Publications(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 Test / Quiz / Assignment / Seminar 05 Marks for Class Interaction		



 04/9/21

Subject: Vocational Course		
Course Code:	Course Title: Microsoft Applications (Practical)	
Credits: 2	Core : Elective	
Max. Marks: 25+75	Min. Passing Marks:	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-4		
	Topics	No. of Lectures
Microsoft Applications (Practical)		
	1. DOS, Internal and External commands, Windows. 2. Write a letter and cut, copy, paste, save 3. Formatting the Text, Page Layout and Page Setup, Inserting and Creating Table, Mail Merge. 4. Excel Spread Sheet, Menu Bar, Formula Bar, Tool Bar, Active cell, Workbook Window, Page setup, Fonts , Alignment Numbers ,Functions and Formula, Charts(Bar , Line , Pie). 5. PowerPoint Presentation, Saving A Presentation, Creation of Presentation, Creating a Presentation Using a Template. Some other experiments will be done based on the theory.	60
Suggested Readings		
1. Fundamental of Computer by V.Rajaraman 2. Complete Reference BPB Publications(MS Office)		
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		

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Subject: Vocational Course

Course Code:

Course Title: **Web Designing**

Credits: 1

Core : Elective

Max. Marks: 25+75

Min. Passing Marks:

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 1-0-0

Unit	Topics	No. of Lectures
Web Designing		
I	Introduction to Computer, History of Computer, Characteristics Of Computer System , Central Processing Unit Keyboard, mouse and 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 Network , Working of Network, Domain Name System, Classification of Network, Lan topology, Access method, LAN, WAN, MAN etc. Hardware and software in networks, Governance of Internet , Tools of Internet Email, FTP, Telnet, EDI, Bitnet, ISDN, NICNET, Web.	5
III	HTML , Design Tools, HTML editors, Image editors, Issues in web site creation & maintenance, FTP S/W for upload web site, Concepts of Hypertext, versions of HTML, Elements of HTML Syntax, Head & Body Sections, Building HTML Documents, inserting texts, Images, Hyperlinks, Backgrounds and Color Controls, Different HTML Tags, Table Layout and Presentation, use of Font size & attributes, List types and its tags, use of Frames and forms in web pages.	5

Suggested Readings

1. Fundamental of Computer by V. Rajaraman
2. Complete Reference HTML 4.0 BPB Publications.

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

Dr. Singhal *Mr. Kumar* *Dr. J. D. Singh* *Dr. Singh*
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Subject: Vocational Course

Course Code

Course Title: **Web Designing (Practical)**Credits: **2**

Core : Elective

Max. Marks: **25+75**

Min. Passing Marks:

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: **0-0-4****Topics****No. of
Lectures****Web Designing (Practical)**

1. DOS, Internal and External commands, Windows.
2. Create email accounts
3. HTML, Design Tools.
4. HTML Documents, inserting texts, Images, Hyperlinks, Backgrounds and Color Controls, Different HTML Tags, Table Layout and Presentation, use of Font size & attributes, List types and its tags, use of Frames and forms in web pages.
Some other experiments will be done based on the theory.

60**Suggested Readings**

1. Fundamental of Computer by V. Rajaraman
2. Complete Reference HTML 4.0 BPB Publications.

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

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Subject: Vocational Course		
Course Code:	Course Title: Information & Communication Technology	
Credits: 1		Core : Elective
Max. Marks: 25+75		Min. Passing Marks:
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 1-0-0		
Unit	Topics	No. of Lectures
Information & Communication Technology		
I	Introduction to Computer, History of Computer, Characteristics Of Computer System , Central Processing Unit Keyboard, mouse and VDU, ALU, CU, computer memory RAM, ROM, PROM, EPROM, Input devices and Output devices , Number systems, Binary, octal, hexadecimal , Decimal and their Conversions. translator (Assembler, compiler, interpreter), concepts of high level language and low level languages.	5
II	Feature of C++, Constants, Variables and data types, Operators and expressions.	5
III	Data Input and Output, Control statements and Functions, Looping (while, do-while ,For Nested) switch case .If-Else, Array, User defined functions and C++ programs.	5
Suggested Readings		
1.Fundamental of Computer by V.Rajaraman 2.Programming in C++ by V.Rajaraman		
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		

~~Single~~ or ~~Quiz~~ ~~10 min~~ ~~810.1~~ ~~High~~ ~~W.R.~~ 04/9/21

Subject: Vocational Course		
Course Code:	Course Title: Information & Communication Technology (Practical)	
Credits: 2	Core : Elective	
Max. Marks: 25+75	Min. Passing Marks:	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-4		
	Topics	No. of Lectures
Information & Communication Technology (Practical)		
1. DOS, Internal and External commands, Windows. 2. Write a program in c++ for following series as a) Natural Number, b) Even Number, c) Odd Number d) Prime number e) Fibonacci Numbers 3. Write a program in c++ for check a number for Armstrong or not. 4. Write a program in c++ for check a number for Poly. 5. Write a program in c++ for 1 to 20 Tables 6. Write a program in c++ for print the following pattern 1 1 2 1 2 3 1 2 3 4 1 2 3 4 5 7. Write a program in c++ for print the following pattern 1 2 2 3 3 3 4 4 4 4 5 5 5 5 5 Some other experiments will be done based on the theory.		60
Suggested Readings 1.Fundamental of Computer by V.Rajaraman 2.Programming in C++ by V.Rajaraman		
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		

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