

(Annexure H-8)

FACULTY OF COMPUTER SCIENCE & IT

SYLLABUS

of

COMPUTER BASICS

for

Bachelor of Science (Home Science) Semester - I & II

Credit Based Continuous Evaluation Grading System

(CBCEGS)

Session: 2023-24



The Heritage Institution

KANYA MAHA VIDYALAYA

JALANDHAR

(Autonomous)

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME

Bachelor of Science (Home Science)

Session: 2023-24

Credit Based Continuous Evaluation Grading System (CBCEGS)

Bachelor of Science (Home Science) Semester I										
Course Code	Course Title	Course Type	Hours per week	Credit		Marks				Examination Time (in Hours)
			L-T-P	L-T-P	Total	Total	Ext.		CA	
							L	P		
BHSM - 1127	Computer Basics	C	2-0-2	2-0-1	3	75	40	20	15	3+3

Bachelor of Science (Home Science) Semester II										
Course Code	Course Title	Course Type	Hours per week	Credit		Marks				Examination Time (in Hours)
			L-T-P	L-T-P	Total	Total	Ext.		CA	
							L	P		
BHSM - 2127	Computer Applications for Home Scientists	C	2-0-2	2-0-1	3	75	40	20	15	3+3

Bachelor of Science (Home Science) Semester-I
Session 2023-24
Course Code: BHSM - 1127
COMPUTER BASICS
(Theory)

Course Outcomes:

After passing this course the students will be able to:

CO1: Identify and manage software, hardware and graphical user interface of a computer system.

CO2: Comprehend basic word processing skills such as text input formatting, editing, cut, copy, paste, spell check, margin, tab controls, keyboard shortcuts, printing, charts etc.

CO3: Apply skills to make effective presentations using associated application software.

CO4: Operate an email account.

Bachelor of Science (Home Science) Semester-I
Session 2023-24
COURSE CODE: BHSM - 1127
COMPUTER BASICS
(Theory)

Examination Time: (3+3) Hours

Max. Marks: 75

L-T-P: 2-0-1

Theory: 40

Credit: 3

Practical: 20

CA: 15

Instructions for Paper Setter -

- Eight questions of equal marks (8 marks each) are to be set, two in each of the four Sections (A-D).
- Questions of Sections A-D should be set from Units I-IV of the syllabus respectively.
- Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

UNIT -I

Introduction to computer and its characteristic:

Introduction to computer, Applications of computer, Types of Computers, Components of computers (Input unit, Output Unit, Memory Unit & CPU), input devices (Keyboard, Mouse, Joystick), output devices (Monitor, Printers), memory devices -RAM & ROM, software and its types, working with windows, features, desktop, using context menu, creating shortcut, working with dialog box, arranging windows, setting properties of desktop.

UNIT -II

Word Processing: Opening document, editing, formatting, use of fonts, styles and colors, exiting document. Inserting pictures from a file, inserting a Table or a chart. Copying from one document to other, using headers and footers on a document.

UNIT- III

Presentation: Presentation and its features, components, viewing a slide show using blank presentation adding text, saving, closing, opening the presentation, viewing presentation, normal view, Outline view, slide sorter view, slide show, creating a wizard using presentation, editing presentations, adding new slide, changing the new slides, editing text type, deleting the text object, interesting text boxes, formatting text, modifying slides, working with slide outlines, moving

objects , copying objects, searching text, replacing text, spell check, using clip art, word Art, auto shapes.

UNIT-IV

Internet and E-mail: What is Internet, types of internet connectivity, internet service provider (ISP), Surfing Net, moving about the Web, WWW and its working, E-Mail, its features, creating and E-Mail message, Reading Mail, replying mail, draft message, sending mail.

References / Textbooks:

1. Anshuman Sharma, Fundamentals of Information Technology, Lakhanpal Publishers, 5th Edition.
2. Rachhpal Singh & Gurvinder Singh, Windows based computer courses, Kalyani Publisher, 2014.
3. Peter Norton, Introduction to Computers, Tata McGraw-Hill, 2006.
4. P.K. Sinha, Computer Fundamentals, BPB Publications, 2004.
5. Prof. Satish Jain, M. Geetha, Kratika, BPB's Office 2010 Course Complete Book, BPB Publications, 2017.

Note: The latest editions of the books should be followed.

Bachelor of Science (Home Science) Semester-I
Session 2023-24
COURSE CODE: BHSM - 1127
COMPUTER BASICS (PRACTICAL)

Examination Time: (3+3) Hours

L-T-P: 2-0-1

Credit: 3

Max. Marks: 75

Theory: 40

Practical: 20

CA: 15

Practical on Computer Basics.

BACHELOR OF SCIENCE (HOME SCIENCE) SEMESTER II
(Session 2023-24)

COURSE CODE: BISM - 2127
COMPUTER APPLICATIONS FOR HOME SCIENTISTS

Course Outcomes:

After passing this course the students will able to:

CO1: Apply features of spreadsheet software for data manipulation, data entry, worksheet formatting, functions and formulae.

CO2: Comprehend the basics of E-Commerce and World Wide Web.

CO3: Comprehend about different electronic payment methods and multimedia devices.

CO4: Create and manage YouTube channel and blog.

BACHELOR OF SCIENCE (HOME SCIENCE) SEMESTER II
(Session 2023-24)
COURSE CODE: BHSM - 2127
COMPUTER APPLICATIONS FOR HOME SCIENTISTS
(Theory)

Examination Time: (3+3) Hours

Max. Marks: 75

L-T-P: 2-0-1

Theory: 40

Credit:3

Practical: 20

CA: 15

Instructions for Paper Setter -

Eight questions of equal marks (8 marks each) are to be set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

UNIT-I

Spreadsheet Software: Workbook and worksheet, entering data, editing cell contents, Inserting and deleting rows, column, using auto-fill, creating list, formatting data, using formula

Internet: Introduction to internet, searching information on internet.

UNIT-II

WWW: Introduction, working of WWW, Web browsing (opening, viewing, saving and printing a web page and bookmark).

E-Commerce: Basics, Architecture, Types, Applications.

UNIT-III

Payment gateway: Popular payment methods (Net-banking, m-Banking, UPI, Debit/Credit Card, Mobile Wallets)

Multimedia & its Applications: Introduction to Multimedia and its usage, record sound using devices, using scanner, Web Camera.

UNIT IV

YouTube Studio: Navigating studio, Uploading videos, Edit Video settings, Analytics, Copyright and Monetization.

Blog Writing: Blog Domain, choice of CMS, Register a domain or subdomain with a website host.

Social Media Marketing: Social Media, Importance of Social Media, SMO Strategy for Business, Business Profile Creation, Viral Marketing, Application of Facebook and Twitter for social media marketing.

References/Textbooks:

1. Prof. Satish Jain, M. Geetha, Kratika, BPB's Office 2010 Course Complete Book, BPB Publications (2017).
2. Rachhpal Singh, Gurvinder Singh, Windows based computer courses, Kalyani Publishers (2011).
3. Anshuman Sharma, A book of Fundamentals of Information Technology, Lakhanpal Publishers (2016), 5th ed.
4. Ramesh Bangia, Introduction To Multimedia, Laxmi Publications Pvt. Ltd.(2015).
5. Laudon, E-Commerce, Pearson Education India (2016), 10th ed.
6. https://www.tutorialspoint.com/social_media_marketing/
7. <https://blog.hubspot.com/marketing/how-to-start-a-blog>

BACHELOR OF SCIENCE (HOME SCIENCE) SEMESTER II
(Session 2023-24)
Course Code: BHSM - 2127
COMPUTER APPLICATIONS FOR HOME SCIENTISTS
(Practical)

Examination Time: (3+3) Hours

Max. Marks: 75

L-T-P: 2-0-1

Theory: 40

Credit: 3

Practical: 20

CA: 15

Note: Paper will be set on the spot by the examiner.

- 1) Microsoft Excel
- 2) Searching on Internet
- 3) Multimedia Usage
- 4) YouTube and Blog