

FACULTY OF COMPUTER SCIENCE & IT

SYLLABUS

of

COMPUTER

for

Master of Arts (Psychology)(Semester-III & IV)

(Under Continuous Evaluation System)

Session: 2019-20



The Heritage Institution

**KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

Scheme of Studies and Examination

Master of Arts (Psychology)(Semester-III & IV)

SESSION: 2019-20

Semester III								
Course Name	Program Name	Course Code	Course Type	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
COMPUTER BASICS	Master of Arts (Psychology)(Semester-III)	MSYM - 3124	C	100	50	30	20	3+3

Semester IV								
Course Name	Program Name	Course Code	Course Type	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
Applied Computer	Master of Arts (Psychology)(Semester IV)	MSYM - 4124	C	100	50	30	20	3+3

Master of Arts (Psychology)(Semester-III)

Course Code: MSYM - 3124

COMPUTER BASICS

(Theory)

Course Outcomes:

After passing this course the students will be able to:

CO1: understand the basics knowledge of Computer and its uses.

CO2: find and evaluate information on the Web effectively.

CO3: learn the basics of e-mail, such as sending, forwarding and receiving mail, attaching documents, creating mailboxes, filters, and address books.

CO4: learn basic word processing skills such as text input formatting, editing, cut, copy, paste, spell check, margin, tab controls, keyboard shortcuts, printing, clipart, charts etc.

Master of Arts (Psychology)(Semester-III)
Session 2019-20
Course Code: MSYM - 3124
COMPUTER BASICS
(Theory)

Time:3Hrs

Max. Marks: 100
Theory: 50
Practical: 30
CA: 20

Instructions for Paper Setter -

Eight questions of equal marks are to 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. Each question carries 10 marks

Objective: - To provide the Fundamental knowledge of Computer and its uses.

UNIT -I

Contents

Introduction to computer and its characteristic:

History of computers, Generations of Computers, Types of Computers, input devices, output devices, memory devices, software and its types, working with windows, features, desktop, using context menu, creating shortcut, working with dialog box, arranging windows, setting properties of desktop, transfer from CD,DVD. Pen Drive to Hard disk and vice versa, copying files.

Definition of Virus, Malware, Spyware and removal.

UNIT -II

MS Word

- How to open MS word document from file and to exit from a document.
- How to edit a document.
- Formatting the whole text in different fonts and sizes and colors.
- Inserting pictures from a file, inserting a Table or a chart.
- How to use Mail merge how to copy one document or Text from one document to another.
- How to put headers and footers on a document.

UNIT- III

MS-Power Point

Presentation & 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 Internet Provides, Internet terms, Internet requirements, getting started Internet, Surfing Net, moving about the Web, E-Mail, its features, creating and E-Mail message, Reading Mail, replying mail, draft message, sending mail. Phishing and SPAM mail.

Reference Books:-

- “Computer Fundamentals” by P.K. Sinha
- “Introduction to Computer” by Peter Norton
- “Windows based computer courses” by Gurvinder Singh & Rachhpal Singh
- “MS office”- BPB Publications
- “ Introduction to information technology” by Anshuman Sharma

Master of Arts (Psychology)(Semester-III)
Session 2019-20
Course Code: MSYM - 3124
COMPUTER BASICS (PRACTICAL)

Time: 3 Hrs.
Time: 2 hrs/ week

Max. Marks: 30

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

- Window Basics
- Internet Usage
- MS word
- MS Power Point

Master of Arts (Psychology)(Semester-IV)
Session 2019-20
Course Code: MSYM - 4124
APPLIED COMPUTER
(Theory)

Course Outcomes:

After passing this course the students will able to:

CO1: use a spreadsheet software for data manipulation and data entry. Student will also be able to use worksheet formatting, functions and formulae.

CO2 :understand the management of database and query handling..

CO3: learn internet basics its working and the use of email.

CO4: understand various multimedia devices and its usage.

Master of Arts (Psychology)(Semester-IV)
Session 2019-20
Course Code: MSYM - 4124
APPLIED COMPUTER
(Theory)

Time: 3 Hrs.

Max. Marks: 100
Theory: 50
Practical: 30
CA : 20

Pds- 3 pds/ week

INSTRUCTION FOR THE PAPER SETTER

Eight questions of equal marks are to 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. Each question carries 10 marks

OBJECTIVE

- 1) To learn computer application for data manipulation
- 2) To explore information on internet

UNIT-I

Microsoft Excel

Workbook worksheet spreadsheet working with Microsoft excel work book entering data editing cell contents Inserting and deleting rows column cell) using auto-fill, creating list formatting data in excel formulas in excel

UNIT-II

Microsoft Access

Meaning of data base crating table entering records in table detailing table, modifying table filed, linking table queries form reports adding graphs to report

UNIT-III

Internet

Introduction to internet, searching information on internet

UNIT-IV

Multimedia & its Applications

Introduction to Multimedia and its usage, CD player, record sound, using scanner, Fax, Web Camera.

REFERENCE BOOKS

- Window based computing Hemant Kapila Dinesh Publication
- Computer fundamental Rashpal Singh Kalayani Publication
- Computers fundamentals P.K Sinha Preeti Sinha, B.P.B Publication

Master of Arts (Psychology)(Semester-IV)
Session 2019-20
Course Code: MSYM - 4124
APPLIED COMPUTER
(Practical)

Time: 3 Hrs.
Pds- 3 pds/ week

Max. Marks: 30

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

- 1) Microsoft Excel
- 2) Microsoft Access
- 3) Searching on Internet
- 4) Multimedia Usage
- 5) Project to Create simple (10 design using coral draw)