

Uttarakhand Sanskrit University

Haridwar



CURRICULUM

FOR

Certificate in Computer Application

(C.C.A.)

(06 Months: 1 Semester Program)

(Year 2019-2020)

Uttarakhand Sanskrit University, Haridwar
(Certificate in Computer Application) – 06 Months
Paper Name: Computer Fundamental
Paper- I

Total Marks: 100**Time: 03 Hours****External Marks: 80****Internal Marks: 20**

Unit	Description	Total: 80
1	History of Development of Computers, Computer System Concept, Block diagram of Computer, Computer System Characteristics, Advantages and Disadvantages, Types of Computers, Basic Components of a Computer System – CPU, Control Unit, ALU, Register, Motherboard, System bus, SMPS, UPS;	16
2	Computer Memory: Primary Memory: RAM, ROM, EPROM, EEPROM, Cache Memory; Primary Memory vs Secondary Memory. Storage Devices - Magnetic Disks, Hard Disk Drives, Floppy Disks, Optical Disks, Blue-Ray Disk, Other portable storage devices, Cloud Storage(Like Google Drive etc.)	16
3	Input Devices: Keyboard, Mouse, Joystick, Scanners, Digital Camera, MICR, OCR, OMR, OBR, Light pen, Touch Screen. Output Devices: Monitors – Characteristics, Types of Monitor; Printers- Impact, Non-Impact Printer, Dot Matrix, Inkjet, Laser Printer; Sound Card and Speakers;	16
4	Computer Programming Languages- Machine, Assembly and High Level; Computer Software- Application Software, Systems Software, Open Source Software, Operating System; Computer Virus and Antivirus.	16
5	Communication and IT, Network Concept, Network Services, Component of Communication- Sender, Receiver, Transmission medium and Protocols. Direction of Transmissions Flow- Simplex, Half Duplex, Full Duplex. Types of Network - LAN, WAN, MAN. Topologies of LAN - Ring, Bus, Star, Mesh and Tree topologies.	16

Text & Reference Books:

- 1) Sinha P.K., “*Computer Fundamentals*”, 6th Edition, BPB Publication, 2012.
- 2) Goel.A, “*Computer Fundamentals*”, Reprint, Pearson Education, 2011.
- 3) Thareja R., “*Fundamentals of Computers*”, Oxford University Press, 2014.
- 4) Rajaraman,V., “*Computer Fundamentals*”, 6th Edition, PHI,2012.
- 5) Srivastva C., “*Fundamentals of Information Technology*”, 3rd Edition, Kalyani Publishers, 2008.
- 6) Stallings W., “*Operating systems*”, 8th Edition, Pearson, 2014.

Uttarakhand Sanskrit University, Haridwar
(Certificate in Computer Application) – 06 Months
Paper Name: PC Packages
Paper- II

Total Marks: 100

Time: 03 Hours

External Marks: 80

Internal Marks: 20

Unit	Description	Total: 80
1	Windows Operating System : Basics of Operating system , Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets, User Interface for Desktop and Laptop, Task Bar, Icons & shortcuts, Running an Application, Operating System Simple Setting, Using Mouse and Changing its Properties, Changing System Date and Time, Changing Display Properties, To Add or Remove program and features, Adding, Removing & Sharing Printers, File and Folder Management, Types of file Extensions;	16
2	MS Word: Introduction, Area of use, Starting Word, Different Bars, Document View, Text Area, Exiting Word; Creating, Editing, Saving, Closing, Printing and Opening an Existing Document. Working with Fonts, Style, Layout, Paragraph, Cut, Copy, Paste, Undo and Redo, Spell Check, Find, Replace, Bullets, Numbering, Header, Footer, Page-Setup, Page Number. Creating Table, Modifying Table, Merging of Cells, Split Cells, Insert Pictures, Symbols and Graphics. Mail Merge, Importing and exporting to and from various formats.	16
3	MS Excel: Introduction, Area of use, Concepts of Workbook & Worksheets, Starting MS-Excel, different Bars, Row, Column and Cell. Exiting MS-Excel. Creating a New Workbook, Working with Cells. Working with Fonts. Merging of Cells. Inserting a Row and Column, Deleting a Row and Column. Saving a Workbook, Closing a Workbook. Different Data Types and Operators used in Excel, Working with Calculation and Functions. Working with Chart.	16
4	MS PowerPoint: Starting MS-PowerPoint, different Bars, Different Types of Views and Exiting MS-PowerPoint. Creating a New Presentation, Working with Slides, Applying Design Templates, Applying Custom Animations, Applying Slide Transitions. Saving a Presentation, Running a Presentation, Closing a Presentation and Opening an Existing Presentation. Working with Notes, Handouts, Columns & Lists, Adding Graphics, Sounds and Movies to a Slide	16
5	Introduction of MS Access: Database, Tables, Create Table, Insert data in Table, Data types in MS Access. Microsoft Office Picture Manager: Introduction and uses; Image Editing. Introduction of DTP: Definition of D.T.P, Uses and Advantage of DTP, Working with Microsoft Publisher for DTP, Various Templates of MS Publisher for DTP, Microsoft Office Picture Manager for Picture.	16

Text & Reference Books:

1. Jain S. “*MS Office 2010 Training Guide*”, BPB Publications, 2010.
2. Kroenke D., Nilson D., “*Microsoft Office 365 in Business*”, US Edition, Wiley India Pvt. Ltd, 2011.
3. Sinha P.K., “*Computer Fundamentals*”, 6th Edition, BPB Publication, 2012.
4. Goel.A, “*Computer Fundamentals*”, Reprint, Pearson Education, 2011.
5. Prakhhar Complete Course For DTP (Coreldraw, Pagemaker, Photoshop)

Uttarakhand Sanskrit University, Haridwar
(Certificate in Computer Application) – 06 Months
Paper Name: IT Trends and Technologies
Paper- III

Total Marks: 100**Time: 03 Hours****External Marks: 80****Internal Marks: 20**

Unit	Description	Total: 80
1	Internet Communication: Internet Concepts: History of Internet, Internet Architecture, Applications of Internet, Various Internet Services, Intranet, Extranet, ISP, Internet Connectivity, DNS, WWW, URL, HTTP, IP, FTP, Web Browsers, Search Engines, E-mail Concepts, Internet chatting, IP Addressing, Security issues on Internet, Google Docs.	16
2	Introduction to Web Technologies: Application of Web Technologies, Components of Web Technologies (Web Page, Web Server, Mail Server), Static and Dynamic Websites, Web Publishing Concepts, Domain Name Registration, Web Space Registration, Uploading (utilities like FTP), Client-Server Architecture.	16
3	HTML: Introduction To HTML, Elements of HTML Syntax, HTML Tags, Title, Head & Body Sections, Building HTML Documents, Formatting Tags, Inserting Texts, Images, Hyperlinks, Backgrounds and Colour Controls, List, Table, Use of different types of Tags.	16
4	Introduction of E-Commerce, Introduction of E-Governance, Digital Locker, Introduction of E-learning, Introduction of Mobile Commerce; Electronic Payment System: Introduction, Online payment systems, Smart Card, Credit Card, Debit Card, Online banking (net banking), Mobile wallet, UPI, BHIM, PAYTM app, Security issues on Electronic payment system;	16
5	Introduction to Artificial Intelligence, Cloud computing, IOT, Big data, Virtual Reality and Blockchain Technology; Introduction of Cyber Security.	16

Text & Reference Books:

1. Data Communication and Networking – B. Forouzan – MCGrawth Hill.
2. Jain V.K. ,”O Level Module - M 1.2 - Internet & Webpage Designing” – BPB Publications,2015
3. Turban, Efraim, and David King, “Electronic Commerce: A Managerial Perspective”, 2010, Pearson Education Asia, Delhi.
4. Whiteley D, “E - Commerce: Strategy, Technologies and Applications”, Tata McGraw hill, 1st edition.
5. Kalakota, Ravi, “Frontiers of Electronic Commerce”, 2004, Addison –Wesley, Delhi.
6. Joseph P.T., “E-Commerce An Indian Perspective (Second Edition)”, S.J. Presentice-Hall of India

Uttarakhand Sanskrit University, Haridwar
(Certificate in Computer Application) – 06 Months
Paper Name: Practical & Viva
Paper- IV

Total Marks: 100

Unit	Description	Total: 100
1 to 5	Practical based on CCA01, CCA02 and CCA03	