

Uttarakhand Sanskrit University

Haridwar



SYLLABUS

FOR

Shastri (B.A. Honors) (Graduate Degree)

V & VI Semester

SEC (Skill Enhancement Course)

Subject - Computer Science (SEC-05 & SEC-07)

(NEP-2020)

(Effective from the Year 2024)

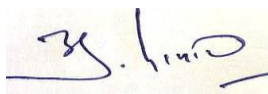
Uttarakhand Sanskrit University, Haridwar

Shastri (B.A. Honors) – V & VI Semester

SEC (Skill Enhancement Course)

Subject - Computer Science (SEC-05 & SEC-07)

Objective of Syllabus	The syllabus is designed to equip a student to use computers for professional as well as day to day use. It provides theoretical background as well as knowledge of Computer Fundamental, Software/Hardware, Operating System, Office Package, Internet and latest trends of information technology.
Syllabus Outcomes	After completing the Syllabus the students will be digitally literate and will be able to: <ul style="list-style-type: none">• Acquire confidence in using computer techniques available to users.• Recognize the basic components of computers and terminology;• Get familiar with various input and output devices.• Get familiar with computer memory and various storage devices.• Understand the concept of computer number system and codes.• Get familiar with various types of software used for computer and mobile apps.• Explore and understand the concept of computer network and Internet Technology.• Get familiar with various internet services, email, search Engines, chatbots, DigiLocker and ABC.• Understand the basic concepts related to e-Resources, e-Learning, online payment, e-Commerce, e-Governance services.• Understand the basic concept of Cyber security.• Get familiar with Operating system and Office Package.• Ability to understand the working of Microsoft Windows.• Practice and use of word processor, spreadsheet and presentation software;
Medium of Instruction	Hindi / English
Program Passing Rules	As per norms of University.



Uttarakhand Sanskrit University, Haridwar
SEC (Skill Enhancement Course)
Shastri (B.A. Honors) – V Semester
Subject: Computer Science (SEC-05)
Paper Name: Computer Fundamental & Operating System

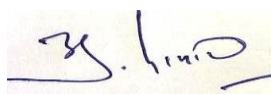
Credit: 02

Total Marks: 100

SEC-05	Computer Fundamental & Operating System	Credit
1	Computer: Introduction, 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;	01
2	Input / Output Devices: Keyboard, Mouse, Joystick, Scanner, OCR, OMR, Bar code reader, Web cam, Monitors, Printers, Types of Printers. Data Storage: Introduction to Memory, Types of memory, Primary, Secondary, Auxiliary memory, RAM, ROM, Cache memory, Hard disks, Optical disks, CD, DVD.	
3	Computer Language: High Level and Low Level Computer Language, Introduction to Computer Number System, Binary number system, ASCII, Unicode. Software: Introduction to Software, Types of Software, System Software, Application Software, Virus and Antivirus.	01
4	Operating Systems (OS): Basics of Operating System, Functions of OS, Types of OS, Popular OS, Working with Windows OS: User Interface, Desktop, Taskbar, Icons, Menu, Running an application, Recycle Bin, OS simple settings: Changing date and time, Changing display properties, Installing software, Adding and removing printers. File and Directory management: Creating, renaming and deleting files and directories. Introduction to Linux OS.	

Reference Books:

- 1) P. K.Sinha, P. Sinha, Fundamentals of Computers, BPB Publishers.
- 2) A. Goel, Computer Fundamentals, Pearson Education.
- 3) P. Aksoy, L. DeNardis, Introduction to Information Technology, Cengage Learning.
- 4) Computer Fundamentals (Hindi) By P.K. Sinha, BPB Publications.
- 5) Raja Raman, Introduction to computers by PHP Publications.






Uttarakhand Sanskrit University, Haridwar
SEC (Skill Enhancement Course)
Shastri (B.A. Honors) – VI Semester
Subject: Computer Science (SEC-07)
Paper Name: Internet Technology and PC Packages

Credit: 02

Total Marks: 100

SEC-07	Internet Technology and PC Packages	Credit
1	Introduction to Computer Network, LAN, MAN, WAN; Internet, Internet Concepts, Applications of Internet, Various Internet Services, Intranet, Extranet, ISP, Modes of Connecting Internet (Hotspot, Wi- Fi, LAN Cable, Broadband, USB Tethering), WWW, URL, HTTP & HTTPS, IP, FTP, Web Browsers, Search Engines, E-mail Concepts, Chatbots;	01
2	E-Services: Introduction to - E-Commerce, E-Governance, and Mobile Commerce; Digital Locker and ABC; Social Networking; Concept of - Online Payment Systems, Internet Banking; E-learning, Interactive Sanskrit Learning Tools, Sanskrit websites; Introduction to Cyber Security.	
3	Office Packages: Introduction to MS-Office, Open-Office and Google Docs. Word Processing: Introduction, Area of use, Starting Word, Word processing concepts, Editing, Header, footer, Finding and replacing text, Formatting Text, Pages, Page Number, Page setup, Lists, Tables, Printing documents, Handling Graphics, Mail merge. Importing and exporting to and from various formats, Shortcut Keys.	01
4	Spread Sheet: Introduction, Area of use, Concepts of Workbook & Worksheets, Starting MS-Excel, different Bars, Row, Column and Cell, Merging of Cells, Formatting data, Different Data Types and Operators used in Excel, Working with Calculation, formulas and Functions. Working with Chart. Power Point Presentation: Introduction, Creation of Presentation, Presentation Tools concept, Working with Slides, Adding and formatting text, pictures, including charts, objects, formatting slides, slide shows, using transitions, animations., Adding Movie and Sound, Adding Headers, Footers and Notes, Printing Slides and Handouts.	

Reference Books:

1. A. Goel, Computer Fundamentals, Pearson Education.
2. P. K.Sinha, P. Sinha, Fundamentals of Computers, BPB Publishers.
3. Computer Fundamentals (Hindi) By P.K. Sinha, BPB Publications.
4. Basic Computer Course (BCC) MS Office 2010 by Satish Jain.
5. Internet Technology and Web design by BPB publications
6. Cyber Crime Impact in the New Millennium, by R. C Mishra, Auther Press.