

Madhya Pradesh
Yearly Syllabus for Undergraduates
As recommended by Central Board of Studies of Computer Application &
Approved by H E the Governor of Madhya Pradesh
Session 2017-18
JULY 2017 Onwards

Class: B.Sc./BA/BCom (Computer Application)

Paper Code	First Year	Internal			Theory	Total	Practical	Grand Total
		Three Months	Six Months	Total				
CA101	Fundamentals of Computer and PC Software	10	10	20	40	80		100
CA102	Desktop Publishing and Multimedia				40			
CA103P	PRACTICAL						50	50
Second Year								
CA201	Internet and E-Commerce	10	10	20	40	80		100
CA202	Relational Database Management System				40			
CA203P	PRACTICAL						50	50
Third Year								
CA301	Web Designing	10	10	20	40	80		100
CA302	Digital Marketing				40			
CA303P	PRACTICAL						50	50
Grand Total								450

Remark: (i) Each theory paper contain five objective type question of 1 mark and
(ii) Five short answer type question of 2 marks and
(iii) Five long answer type question of 5 marks, with internal choice in (ii) and (iii)

Abhishek Kumar

Dr. Anurag Singh
Dr. S. S. Pant

Dr. Anuj Hundet
ADY

Dr. Pooja Singh
Dr. Umesh Singh

Dr. S. Kumar

Department of Higher Education, Government of Madhya Pradesh
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B.A/B.Com/B.Sc. (Computer Application) First Year

First Paper

Paper Code - CA -101
Paper Name - Fundamentals of Computer and PC Software

Maximum Marks: 40

Course Objectives:

1. To review the basic concepts and functional knowledge in the field of computer application
2. To expose the students to computer application in the field of Business.

Unit I

Introduction to Computer System: Block diagram, components: mother board, processor, main memory, cache memory, hard disk.

Input devices, Output devices, External storage devices: floppy disk, CD ROM, DVD, USB drives.

Types of software: System software, Application software.

System software: Operating system. Utility programs: anti-virus, disk cleaning, defragmentation, compression and decompression of files.

Application software: examples of commercial software with brief introduction.

Programming Languages: Low-level Language, Assembly Language, Middle Level Language and High Level Language, Compiler, Interpreter, Assembler, Difference between Compiler & Interpreter.

Unit II

Operating system : Definition, Functions of operating system, CUI, GUI, types of operating systems like Single user, Multi-user, Real time, Time sharing and Batch processing, Multiprocessing, Multiprogramming, Multitasking, Distributed processing. Elementary idea of various common operating system prevalent round the world.

MS Windows: An introduction and its features, desktop, taskbar, files and folders start menu operations, my computer, network neighborhood, recycle-bin, windows explorer, creating, copying, moving and deleting files, setting wall paper, changing the mouse pointer, paint, notepad, understanding the OLE features.

Unit III

Introduction to MS-Word: Advantages of word processing, Creating, Saving and Editing a document: Selecting, Deleting, Replacing Text, Copying text to another file. Insert, Formatting Text and Paragraph, Using the Font, Dialog Box, Paragraph Formatting using

Rajendra Bunde
A.R.D.
(Anuj Hundet)

Samant
Nain

Chowber
(Dr. Umesh Singh)
Baxer
(Abhilasha Kuma)

Sharma
(Dr. S. Kusariya)

Bullets and Numbering in Paragraphs, Use of Smart Art, Checking Spelling, Line spacing, Margins, Space before and after paragraph, Mail merge, customizing the ribbon.

Introduction to MS-Excel: Entering information: Numbers, Formula, Editing Data in a cell, Excel functions, using a Range with SUM, Moving and Copying data, Inserting and Deleting Row and Columns in the worksheet, Using the format Cells Dialog box, Using chart wizard to create a chart.

Introduction to MS-Power Point: Introduction to PowerPoint presentation, Slide show, Formatting, creating a Presentation, inserting Smart Arts, Adding Objects, Applying Transitions, Animation effects, Adding Tables, Charts and Media files.

Unit IV

Decision Support System: Importance of Decision support system, limitation, Characteristics of DSS, Decision Support and Structure of Decisions Making Decision Support and Repetitiveness of Decisions, DSS Users.

Expert Systems: Support for decision making phases, Support for the Intelligence Phase, Support for the Design Phase, Support for the Choice Phase, Decision Support and Alternative Concepts of Decision Making.

Management Information System: Introduction, Role of IT, MIS characteristics and application areas, Business and Technology trends-specialization, management by methodology, decentralization, internationalization etc.

Unit V

Internet: Meaning, Definitions, History, Internet protocols, TCP/IP, FTP, HTTP, URL. Internet Browsers, WWW Consortium, Search engines. Introduction to Internet Security terminology- network security, firewall, cryptography, password, biometrics, digital signature, digital certificate. Business applications of internet, e-mail, UseNet, newsgroup, telnet, intranet, extranet, e-ticketing, chatting.

E-Banking and its benefits: Smart Card, E-cash, Online financial Services Stock trading, E-broking. E-business Model, Do-it-yourself model, Made-to-Order model, Information Service Model, Emerging hybrid models.

Text Books and Reference Books:

1. Computer Fundamentals by P.K. Sinha
2. Fundamentals of Information Technology by A. Leon & M. Leon
3. Computer Today by Suresh K. Basandra
4. Internet business models and Strategies by Afuah A. & Tucci C.
5. P C Software MS Office by Nitin K Nayak
6. MS-Office Interactive course by Greg Perry, Techmedia
7. MS Office Complete Reference TMH Publication.
8. Operating System: Achyut S. Godbole
9. Management Information systems by Gerald V. Post & David L. Anderson.
10. Understanding Computer Fundamentals & Dos by G.K. Iyer

Instruction to Paper Setter:

Question Paper should be framed in both English and Hindi version.

Rejoon Pandey
A. K. S.
Samsani
V. P. S.
Geog (Dr. Umesh Singh)
Mhuber
Baxer
Humar
Sharma
2
Sharma

Text Books and reference books:

1. Desktop Publishing on PC by M. C. Sharma
2. Professional in Desktop Publishing by Dinesh Maidasani
3. DTP Courses 2/e by Singh & Singh
4. Multimedia, Computing, Communication & Applications by Ralf Steinmetz
5. Fundamentals of Multimedia by Ze-Nian Li
6. Page Maker – Manual
7. 'o' level module m3.2 Desktop publishing & Presentation graphics by V. K. Jain

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Sumshar
(20 or 5 marks)
Rajesh Pandey

Sanwani

Google *(Mubey)*
(or vash Singh)
Daxer

Aade *Asg*

Humar

Shrey

