

AGGARWAL COLLEGE  
BALLABGARH

Date of Receipt..... 21/8/09

Diary No..... MAHARASHI RAY

File No..... 27583

Marked to.....

M.D. UNIVERSITY ROHTAK

No. ACS-II/09/13716-800

Dated, 3.8.2009

All the Principals of Colleges (Arts, Science and Commerce),  
Affiliated to M.D. University, Rohtak.

**Subject: Teaching of Computer Education at the Undergraduate level**  
Sir/Madam,

I am directed to inform you that the Executive Council of the University vide Reso. No. 7 of its meeting held on 9.5.2009 has resolved that compulsory paper of Computer Education in Undergraduate courses except B.Sc (Hons.) Computer Science, B.Sc. with Computer Science/ Information Technology as a subject, B.A./B.Com. Computer Application (vocational course) and BCA be introduced in affiliated colleges w.e.f. the session 2009-10. The Executive Council has resolved also that the Colleges may consider use of open source softwares which are economical. The scheme of Compulsory paper of Computer Education is to be implemented for freshers starting from 1st year of undergraduate courses concerned as follows:-

1. Level-I (Certificate Course in Computer Education)
2. Level-II (Diploma Course in Computer Education)
3. Level-III (Advanced Diploma course in Computer Education)

The above papers are compulsory simultaneously with the Undergraduate classes of Part-I, II, & III respectively. The Syllabus & Scheme of Examinations of the said paper are enclosed.

The modalities for introduction of the above said compulsory paper of Computer Education are as under:

1. In order to maintain uniformity, a common paper will be supplied by the University to the Colleges. Examination will be conducted as per common University date sheet and answer books will be got evaluated by the respective Colleges. The Principal of the college will also get the practical examination of students conducted in the colleges.

2. Score of the candidates in theory/practical papers taken together will be given in the form of grades as under:-

- |    |                                 |
|----|---------------------------------|
| A+ | 90% and above                   |
| A  | 75% and above but less than 90% |
| B  | 60% and above but less than 75% |
| C  | 50% and above but less than 60% |
| D  | 35% and above but less than 50% |
| E  | Marks below 35%                 |

Contd. \_\_\_\_\_

# Aggarwal College Ballabgarh

A Post Graduate Co-educational College  
(Affiliated to M. D. University, Rohtak)  
NAAC Accredited 'A' Grade (CGPA: 3.40)

## Certificate Course in Computer Education

### Paper L1.1: Fundamentals of Computers

**Computer:** Definition, Classification of Computers, Characteristics of Computers, Basic Applications of Computers, Generations of Computers.

Components of Computer System: Central Processing unit (CPU), Input/ Output Devices,

Computer: Memory; Primary and Secondary Memory, Magnetic and Optical Storage Devices, Concepts of Hardware and Software.

Data Processing: Concepts of Data Processing, Definition of Data and Information Basic data types, storage of Data/ Information as Files, Representation of Data/ Information.

#### **Operating System : MS -Windows**

Operating System - Definition & Functions, Basics of Windows, Basic Components of Windows, Icons, Types of Icons, Taskbar, Activating Windows, Using Desktop, Title Bar, Running Application, Exploring Computer, Managing Files and folders, Copying and Moving files and folders.

Control Panel - Display Properties, Adding and Removing Software and Hardware, Setting Date and Time, Screensaver and Appearance.

Using Windows Accessories.

#### **Word Processing : MS Word**

Word Processing Basic : An Introduction to Word Processing and MS-Word, Working with Documents, Using tables, pictures and charts Using mail merge and sending a letter to a group of people, Creating forms, letters and labels, Collaborating with Workgroups, Modifying a report, Macros.

## **Software Lab**

### MS-Windows

1. Create a new folder and do the following:

1. Make a Word document in it.
2. Make an Excel document in it.
3. Make a new folder in it.
4. Rename the initial folder
5. Move the initial folder.
6. Copy the initial folder.
7. Delete the initial folder.

2. Implement the various well known features of Windows operating system such as Notepad, WordPad, Paint, System Tools, Entertainment etc. enclosed in Start o Programmes ->Accessories.

3. Implement various display properties by right clicking on the Windows Desktop.

4. Explore the taskbar of Windows.

5. Set the wall paper and screen saver.

6. Set the data / time.

### **MS-Word**

1. Create a document and

- a. Put Bullets and Numbers
- b. Apply various Font parameters
- c. Apply Left, Right and Centre alignments.
- d. Apply hyperlinks
- e. Insert pictures

- f. Insert Clip Art
  - g. Show the use of Word Art
  - h. Add Borders and Shading
  - i. Show the use of Find and Replace.
  - j. Apply header/ footers
2. Create any document and show the use of File versions.
  3. Create any document and show the difference between paste and paste special.
  4. Create a document to show the use of Washout/ watermark.
  5. Implement the concept of mail merge.
  6. Implement the concept of macros.
  7. Implement the concept of importing a file/ document.
  8. Implement the concept of merging the documents.
  9. Create a student table and do the following.
    - a. Insert new row and fill a data.
    - b. Delete any existing row.
    - c. Resize rows and columns.
    - d. Apply border and shading.
    - e. Apply merging/ splitting of cells.
    - f. Apply sort
    - g. Apply various arithmetic and logical formulas.
  10. Create your resume using General Templates.

## **Paper-L1-II :Presentation Software and Computer Communication**

### **Presentation Software - MS Power Point.**

Creating and enhancing a presentation, creating and publishing a web presentation modifying a presentation, working with visual elements, delivering a presentation and designing a template. **Computer**

### **Communication**

Basic of Computer Networks: LAN, WAN, MAN.

Internet: Introduction to Internet and its Applications/ Services. Service on Internet :WWW and Websites, Electronics Mails, Communication on Internet.

Web Browsers: Internet Explorer, Netscape Communicator.

Surfing the Internet: Giving the URL Address, search, Moving Around in a website. Saving of Webpage, Printing of Webpage, downloading the data.

Chatting on Internet

E-Mail: Basic of Electronics Mail Creating, E-Mail Id, Mail box : Inbox and Outbox.

Using E-Mails: Viewing an E-mail, Sending an E- Mail, Saving E-Mail, Sending same mail to various users, Document Handling: Sending soft copy as attachment, Enclosures to E-Mail, Sending a Portion of Document as E-Mail.

MS-Outlook: Read mail and news Composing message, Sending and Replaying E-Mails, Maintaining address book, Findingpeople, Attachingfiles.

### **Software Lab**

#### **Presentation Software- MS Power Point**

1. Make a presentation of College Education System using.
  - a. Blank Presentation
  - b. From Design Template
  - c. From Auto Content Wizard
2. Make a presentation on "Wild Life" and apply the following:-
  - a. Add Audio and Video effects

- b. Apply various Colour Schemes
- c. Apply various Animation Schemes.
- d. Apply Slide Show

### **Computer Communication Related Practical**

1. Connect the Internet; open any website of your choice and save the Webpages.
2. Search any topic related to your syllabi using any search engine and download the relevant material.
3. Send any greeting card to your friend.
4. Create your E-Mail ID on any free E-Mail Server.
5. Login through your E-Mail ID and do the followings:-
  - a. Read your mail
  - b. Compose a new Mail
  - c. Send the Mail to one person.
  - d. Send the same Mail to various persons.
  - e. Forward the Mail
  - f. Delete the Mail
  - g. Send files as attachment.
6. Surf Internet using Google to find information about your State.
7. Surf Internet using Google to find Tourism Information about your State.
8. Surf Internet using Yahoo to find Hotels around your State.
9. Surf Internet using Google to find Information about Educational Institutes for teaching MS in Computer Science in India.
10. Surf Internet using Google to find information about Indian Cricket Team.