

AGGARWAL COLLEGE
BALLABGARH

Date of Receipt: 21/8/09

Diary No. MAHARASHI DAYANAND UNIVERSITY ROHTAK

File No. 27583

Marked to

No. ACS-II/09/13716-800
Dated. 3.8.2009

To

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)

Diploma Course in Computer Education (Level-II)

Paper- L 2-I : Spread Sheet and DBMS

Spread Sheet.

Elements of Electronics Spread Sheet and MS-Excel: Application/ usage of Electronic spread sheet, opening of spread sheet, Menu bar, Creation of cells and addressing of Cells, Cell inputting.

Manipulation of Cells : Enter texts numbers and dates Creation of tables, cells height and widths, copying of cells.

Functions: Using mathematical, statistical and financial functions. Spread Sheets for Small

Accountings: Maintaining Invoices/ Budgets, Totalling of Various Transactions, Maintaining daily and monthly sales reports. Charts: drawing different types of charts.

Database Management System (DBMS)

Introduction to Database: Definition, Components, Advantages.

MS-Access: Introduction, Starting MS-Access, Creating a database file, saving a database files, opening a database file, closing a database file, using the help menu.

Working with Databases: Using the database wizard, working with datasheets, moving between records and files, Using go to, Updating records, Selecting rows and columns, changing column width, saving and existing a datasheet.

Working with tables "Creating a new database, Adding tables to database, Adding fields to tables, inserting a field setting a primary key, Adding and sorting records, setting relationships.

Creating reports, Forms and Queries, Using wizard and design view.

Software Lab

Spread Sheet: MS-Excel

1. Compute the division of each and every student of a class.
2. Generation of Electricity Bill.
3. Generation of Telephone Bill.
4. Generation of salary statement of an employee.
5. Generation of Mark Sheet of a student.
6. To compute Mean / Median/ Mode.

7. Generate graph to show the production of goods in a company during the last five years.
8. Compare the cost, overheads and sales figures of a company for last three years through appropriate chart.
9. Create any worksheet and apply various mathematical statistical and financial functions.
10. Generate the following worksheet.

| Roll No. | Marks |
|----------|-------|
| 2050 | 67 |
| 2051 | 49 |
| 2052 | 40 |
| 2053 | 74 |
| 2054 | 61 |
| 2055 | 57 |
| 2056 | 45 |

Do the following:-

- a. Create chart of the marks
- b. Compute sum of marks using auto sum auto calculate and sum function.
- c. Compute average of marks.
- d. Show pass or fail if marks are above 50 or less than 50
- e. Put header and footer in the spread sheet.

MS-Access

1. Create a Student Database in Design View by using Wizard and by entering data. 2. Create Query on Student Database in Design View and by using Wizard.
3. Create Forms of Student Database in Design View and by using Wizard.
4. Create Reports of Student Database in Design View and by using Wizard.
5. Create Data Access pages of student database in Design View and by using Wizard.
6. Implement the concept of Macros in MS Access.

Paper-L2-II : (Desktop Publishing)

Adobe Photoshop

Using standard toolbox option bars, palettes, document window view area use of plug ins, brushes, defining and customizing images, canvas, rotation of images creating new images, mixing changing attributes, colours, distorting images, applying filters to images and web based picture designing.

Adobe PageMaker

Toolbox, control palette, colours palette, paragraph view, styles, layers master layers scripts, command reference, opening and creation of publications, tool box, viewing pages, deleting pages,

default preferences, templates, master pages guides, grids , text objects, columns balancing jump lines, story and layout view, composition and tracking, grouping and ungrouping, cropping and copying of images, text, indexes and table of contents using table in PageMaker importing and exporting links image setter and film preparation, font substitution and printing of publications.

Software Lab

Adobe Photoshop

1. Editing of a photograph
2. Finishing of a photograph
3. Borders around photograph.
4. Changing Back Ground of a photograph.
5. Changing colours of photograph.
6. Editing colours combination of image.
7. Removing side effects from figure
8. Printing a photograph
9. Creating 3-D photographs.
10. Removing red eye effects and others using Photoshop

Adobe PageMaker

1. Prepare any visiting card.
2. Make a Marriage card.
3. Prepare various types of greeting cards such as 'B' Day Cards, New Year Cards Diwali Cards etc.
4. Make Advertisements for Newspapers.
5. Prepare Banners.
6. Making of Posters.