

# **ELEMENTARY COMPUTER APPLICATIONS (Compulsory Paper)**

(B.A./B.Sc./B.Com. Pt.I) Exam-2013

**Scheme:**

**Duration : 3 Hrs.**

**M.M.Pass Marks:22**

**Theory :60**

**Duration : 2 Hrs.**

**M.M.Pass Marks:14**

**Practical:40**

**Multiple Questions-120 and O.P.of four series for theory.** Each question shall carry 1/2 mark, with no negative marking. As such, 1/2 mark shall be awarded for the correct answer in each question.

**Note:**

1. The marks secured in this paper shall not be counted in awarding the division to a candidate.
2. The candidate has to clear compulsory paper in three chances.
3. Non appearing or absent in the examination of compulsory paper will be counted a chance.

**Model syllabus for compulsory paper of “Elementary Computer Applications”**

in the first year of B.A./B.Sc./B.Com. Courses:

1. **Introduction to Information Technology**, evolution and generation of computers, type of computers, micro, mini, mainframe and super computer. Architecture of a computer system: CPU, ALU, Memory (RAM, ROM families) cache memory, input/output devices, pointing devices.
2. **Number system** (Binary, octal, decimal and hexadecimal) and their inter-conversions, character codes (ASCII, EBCDIC and Unicode). Logic gates. Boolean Algebra, machine, assembly and high level language including 3 GL and 4 Gl.
3. **Concept of Operating system**, need types of operating systems, batch, single user, multi-processing, distributed and time shared operating systems. Process and memory management concept. Introduction to Unix, Linux, Windows, Windows NT systems and their simple commands.
4. **Internet:** Concepts, email services, world wide web, web browsers, search engines, simple programs in HTML. Type of HTML documents. Document structure element. Type and character formation. Tables. Frames and forms.
5. **Word processing packages**, standard features like tool bar word wrap, text formatting, paragraph formatting. Effect to text. Mail-merge.
6. **Presentation packages:** Slide creation, slide shows, adding graphics, formatting, customizing and printing.
7. **Computer networking:** Type of networks. LAN, MAN and Wan concept of technology, bridges and routers, gateways and modems. ISDN and leased. Lines. Teleconferencing and videoconferencing.
8. **Multimedia Technology:** Introduction, framework for multimedia devices, image compression standards, JPEG, MPEG and MIDI formats.
9. **Database Management Systems:** Data, field and records, information database, creation of a database file, insertion, deletion and updating of records, modifying structure, editing and browsing of records, searching, sorting and indexing of records, retrieving of records and report generation. Data processing in government organizations.
10. **E-commerce:** Concept of e-commerce, benefits and growth of e-commerce, security considerations and hazards of virus and other security risks, anti-virus software, electronic payment system.

**LABORATORY:** The laboratory exercises will be designed to help in the understanding of concepts of computer and the utilization in the areas outlined in the theory syllabus. The emphasis should be on practical usage rather than on theoretical concepts only. In addition, MS-Office package is to be practiced in the lab.

**Note:**

1. Passing in Theory and Practical examinations separately shall be necessary by securing at least 36% marks. Maximum marks for theory will be 60 and maximum marks for practical paper will be 40. Minimum passing marks for theory and practical shall be 22 and 14 respectively.
2. The theory Q. P. will carry 120 multiple choice question of 1/2 marks each. Question paper of four series shall be printed.
3. The practical examination scheme should be as follows:
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a. Record/sessionals	6 marks
b. Viva-voce	6 marks
c. practical Exercise (DOS)	7 marks
d. practical Exercise (Window 98)	7 marks
e. practical Exercise (MS-Word)	7 marks
f. practical Exercise (MS-Excel)	7 marks
  2. Duration for practical examination shall be of 2 hours and not more than 2 batches of 20 students each should be examined in a day by Single examiner.