

Urgent

(Both by post and by e-mail)

No. 1934 / Acd.-I

Dated: 23/03/18

To

The Principals,
(All the Affiliated Colleges under Sambalpur University having
Three Year Degree Courses excluding Autonomous Colleges.)

Sub:- Syllabus & Implementation of CBCS pattern Arts/Science/Commerce (Pass and Hons.)
from the Academic Session 2016-17.

Ref :- This office letter No 8417/ Acd.-I dated 04.11.16 .

Sir,

In continuation to the letters on the subject cited above, I am directed to intimate you that the Vice- Chancellor has been pleased to approve the syllabus for two more papers of Generic Elective Course in Computer Application for + 3 Arts students under CBCS in exercise of his power under 6 (15) of O.U. Act -1989 giving it effect from the Academic Session, 2016-17. These papers are to be offered to the Hons. Students during 3rd and 4th. Semester as specified in the detailed syllabus enclosed herewith.

This may kindly be notified to the concerned teachers and students of your college/ department/ institution and ***you are requested to ensure teaching of the courses accordingly.***

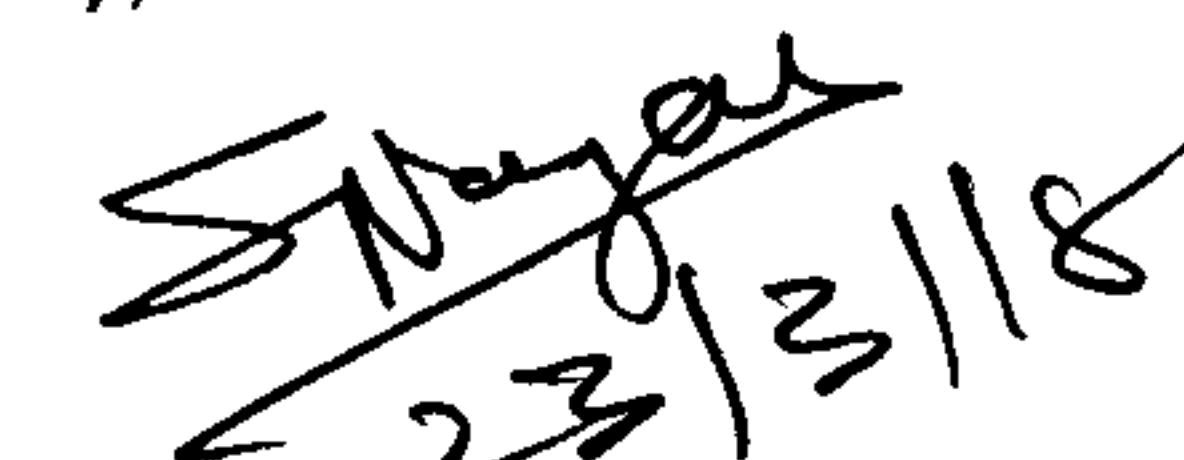
Any error and omission etc. may kindly be intimated to this office.

This is for your kind information and necessary action. Any queries on the matter may be made through e-mail: coesuniv@gmail.com.

Thanking you,

Yours faithfully,

Encl:- As above .


23/3/18
Controller of Examinations

P.T.O.

Memo No. 1935 /Acad.-I(BOS), dtd. 23/03/18

Copy forwarded with enclosure for information and necessary action to:

1. The Chairman, Post Graduate Council, Sambalpur University.
2. Dr. C.S.Panda , P.G. Department of Computer Application , Sambalpur University.
3. The Director, College Development Council, Sambalpur University.
4. The Director, Directorate of Distance and Continuing Education, Sambalpur University.
5. The Co-ordinator, Private Examination Cell, Sambalpur University.
6. Asst. Registrar (Examination), Sambalpur University.
7. Programmer, University Computer Unit, Sambalpur University.
8. Asst. Controller of Examinations, Sambalpur University.
9. The System –in –Charge / Assistant –in- Charge, *e – Governance Cell*, Sambalpur University with request to make necessary correction in syllabus provide materials provided in the official web- site (*as + 3 cbcs-syllabus – Computer Science –Final*) accordingly.
10. Section Officers, Computer Unit, E.G.-I , EG-II , E.C.- I , EC-II,EC- VI Sections.
11. Five spare Copies for Academic-I Sections with enclosure.

S. Nayak
23/3/18
↓
Controller of Examinations

Memo No. 1936 /Acad.-I(BOS), dtd. 23/03/18

Copy forwarded without enclosure for information and necessary action to:

1. *The Dy. Director, e – Governance Cell*, Sambalpur University with request for needful to provide all the materials in the official web- site accordingly.
2. P.A. to the Vice- Chancellor, Sambalpur University.
3. P.A. to the Registrar, Sambalpur University.
4. P.A. to the Controller of Examinations, Sambalpur University.

S. Nayak
23/3/18
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Controller of Examinations

~~Appendix A~~

10

(+3 Arts Generic Elective ●)
(To be offered during 3rd Semester)
Computer Fundamentals

UNIT-1

Introduction: Introduction to computer system, uses, types. Data Representation: Number systems and character representation, binary arithmetic. Human Computer Interface: Types of software, Operating system as user interface, utility programs.

UNIT-2

Devices: Input and output devices (with connections and practical demo), keyboard, mouse, joystick, scanner, OCR, OMR, bar code reader, web camera, monitor, printer, plotter.

UNIT-3

Memory: Primary, secondary, auxiliary memory, RAM, ROM, cache memory, hard disks, optical disks.

Internet technology: World wide web, Web browser, HTTP, URL, search engine, e-mail

UNIT-4

Overview of Emerging Technologies: Bluetooth, cloud computing, big data, data mining, mobile computing, E-Commerce

Reference Books:

1. Goel, Computer Fundamentals, Pearson Education, 2010.
2. P. Aksoy, L. DeNardis, Introduction to Information Technology, Cengage Learning, 2006
3. P. K.Sinha, P. Sinha, Fundamentals of Computers, BPB Publishers, 2007.

Practical

1. Operating System: Basics of Windows Operating system, Creating files and folders, Different operations on file like delete and rename a file.

2. Internet: Basics of internet, opening a web page, use of search engine, sending an e-mail, reply an e-mail, working on cloud storage like google drive, dropbox etc.

Appendix B

(+3 Arts Generic Elective III)
(To be offered during 4th Semester)
Office Automation

UNIT-1

MS-Word: Create a new document, Open, save and print a document, Edit and format text, Change the page layout, background and borders, Insert headers and footers, Insert and edit tables, Insert clip art and pictures to documents, Perform a mail merge, Share and review shared document files.

UNIT-2

MS-Excel-I: Save and print workbooks, Enter and edit data, Modify a worksheet and workbook, Work with cell references.

UNIT-3

MS-Excel-II: Learn to use functions and formulas, Create and edit charts and graphics, Filter and sort table data, Work with pivot tables and charts, Import and export data.

UNIT-4

MS-Powerpoint: Modify presentation themes, Add and edit text to slides, Add new slides to a presentation, Insert clipart images and shapes to slides, Insert and modify tables and charts, Add sound and video to a slide presentation, Insert and edit animations and slide transitions, Display a speaker-lead and self-running presentation.

Reference Books:

1. Bittu Kumar, Microsoft Office 2010, V & S Publishers
2. Sanjay Saxena, MS Office 2007 IN A NUTSHELL, S.chand
3. Archana Kumar, Computer Basics With Office Automation, I.K. International Publishing House Pvt Ltd.

Practical

1. **MS-WORD:** Working on files, Creating table, use of mathematical function SUM(), AVG() on table, mail merge
2. **MS-EXCEL & POWERPOINT:** Working on worksheet, Use of mathematical functions in excel, Creating different chart, Creating simple power point presentation