Ordinance No. 129

Name of the course : Diploma in Computer Application (Part-time course)

The course will be under the Board of Studies in Computer Science of the University for academic purposes.

Duration : One Year

The Examination shall consists of Total 8 papers in a year (Six Theory Papers and Two Practical), each carrying 100 marks. Candidate should pass in Theory and Practical Examinations seperately. Each Theory paper will be having 50 marks each as sessional marks, which will be awarded, internally by teachers and Head of the Department (Computer Science). Minimum passing marks will be 33% in theory and 40% each in Practical & Sessional. A candidate failing in one or more subjects will be required to clear it in the next Annual examination. His/Her result will be declared only after he/she clears all the papers, the result should be declared according to the following.

1. Less than 33% - FAIL
2. 33% & more but less than 50% - PASS DIVISION
3. 50% & more but less than 60% - SECOND DIVISION
4. 60% & more but less than 75% - FIRST DIVISION
5. 75% & more - FIRST DIVISION WITH DISTINCTION

A candidate will be permitted to appear in the examination of the course for a maximum period of 4 years. If he/she fails to clear the corse within the period of 4 years, he/she will be dropped out of the course.

Eligibility and Admission :

A candidate who has passed the Higher Secondary Examination or Equivalent. The admission will be done on the basis of Entrance Test. Admission to Maximum 10% of total seats may be given to eligible candidate(s) under NRI/NRI-Sponsored/Industry/Organization Sponsored category. Entrance Test will not be required for the candidates under this category.

In each course 40 students will be admitted in this course but University reserves the right to alter the intake. The reservation of seats will be made as per govt. Rules for SC/ST/OBC/ PH category. In case no candidate is eligible /available for admission under reserved category the seats will be treated as unreserved and will be made available for general category candidates. Candidates doing any other Under Graduate or PG Course can also do this course.

4. **Fee Structure :**

University reserves the right to decide the fee structure, time to time.

5. **Syllabus :**

The syllabus & scheme of examination has been approved by the Board of Studies in Computer Science of Pt. Ravishankr Shukla University, Raipur and subject to alteration by the Board of Studies.

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BCA, DCA & PGDCA

DIPLOMA IN COMPUTER APPLICATION, 2010-2011
[DURATION - ONE YEAR - PART TIME]

The duration of the course shall be one year consisting of two semesters. There shall be three theory and one practical course in the each semester. There shall be grading system of awards.

FIRST SEMESTER

DCA	:	Essential of Information Technology and OS
DCA	:	Essentials of Office Automation.
DCA	:	Programming in 'C' Language
DCA	:	Practical based

Essential of Information Technology and OS

1. **Introduction to Computers**
   Computer System Characteristics and Capabilities : Speed, Accuracy, Reliability, Memory capability, Repeatability. *Computer Hardware and Software*, Block Diagram of a Computer. *Types of Computers:* Analog, Digital, Hybrid General and Special Purpose Computers. *Computer Generations:* Characteristics of Computer Generations Computer Systems – Micros, Minis & Main-frames. *Introduction to a PC :* The IBM Personal Computer Types of PC systems PC, XT & AT Pentium PC's.

2. **Computer Organization**
   Introduction to Input Devices : Keyboard, Direct Entry – Card Readers, Scanning Devices – O.M.R., Character Readers, MICR, Voice Input Devices, Pointing Devices – Mouse, Light Pen. *Storage Devices :* Storage Fundamentals-Bits, Bytes, Primary Storage – RAM, ROM, Secondary Storage-Floppy Disks, Hard Disks, Optical Disks, CD/DVD. *Computer Output :* Output Fundamentals, Hardcopy Output Devices, Impact Printers, Non-Impact Printers, Plotters, Computer output, Softcopy Output Devices, Cathode Ray Tube, Flat Screen Technologies.

3. **Operating System**
   MS-DOS - Introduction, History and Versions of DOS. Booting Process, System Files and Command.com, Internal DOS Commands - DIR, MD, CD, COPY, DEL, REN, VOL, DATE, TIME, CLS, PATH, TYPE. Files & Directories, Elementary External DOS Commands - CHKDSK, MEM, XCOPY, PRINT, DISKCOPY, DISKCOMP, DOSKEY, HELP, TREE, SYS, LABEL, ATTRIB, Creating a Batch Files, Additional Commands - ECHO, PROMPT, MODE, EDIT, FORMAT, FDISK, BACKUP, RESTORE, MORE, SORT.

4. **Windows**
   Windows Concepts, Features, Structures, Desktop, Taskbar, Start Menu, My Computer, Recycle Bin. Accessories : Calculator, Notepad, Paint, Wordpad, Character Map. Explorer: Creating folders and other Explorer facilities, Internet Explorer basics, navigating the Web, Control Panel.

5. **Linux**
   Open Source Software concept and evolution of Linux, Features of Linux OS, Structure of Linux OS, File System, Directory Structure, Linux editors & Editor commands, Linux commands cd, md, rm, mv, ls, cat, find, grep.

Books

1.	Using IT	:	Williams T M Hill
2.	IT	:	Curtin T M Hill
3.	Fundamental of Information Technology	:	Chetan Shrivastava_Kalyani Publishers
4	Computer Fundamentals	:	P.K Sinha BPB Pubications
5.	Working with UNIX	:	Vijay Mukhi [BPB]

ESSENTIALS OF OFFICE AUTOMATION DCA

MS-Word- Creating and editing word documents, formatting documents – aligning documents, indenting paragraphs, changing margin, formatting pages, formatting paragraph, printing labels, working with tables, formatting text in tables, inserting and deleting cells, rows and columns, use bulleted and numbering, checking spelling and grammar, finding synonyms, working with long documents, working with header and footer, adding page number and foot note, working with graphics, inserting clip art, working with pictures, Word art, creating chart & Graphs, creating flowcharts, working with mail merge, writing the form letter, merging form documents, merging to label, Working with Mailing lists and Data Sources, selecting merge records, creating macros, running macro.

Working with MS-Excel – Introducing Excel, use of excel sheet, saving, opening and printing workbook ,Apply formats in cell & text, Divide worksheet into pages , setting page layout, adding Header & Footer. Using multiple documents, arranging windows i.e. (Cascade, Tiled ,Split), protecting your work, password protection. Working with Functions & Formulas, using absolute reference, referencing cell by name , using cell label , giving name to cell and ranges', working with formulas (mathematical & trigonometric , statistical, date time , most recently used), Working with Excel graphics, creating chart & graphs. Working with lists & database, sorting a database, filtering a database ,using auto filter ,criteria range, calculating total and subtotal, creating pivot table, goal seek, recording & playing macros, deleting and selecting macro location.

Presenting with PowerPoint – Creating presentation, working with slides, different types of slides, setting page layout, selecting background and applying design, adding graphics to slide, adding sound and movie, working with table, creating chart and graph, playing a slide show, slide transition, advancing slides, setting time, rehearsing timing, animating slide, animating objects, running the show from windows.

Introduction of DBMS through MS-Access – Introduction to Database, DBMS, RDBMS, Features of Access, Designing Database, Relationship (One to One, One to many, Many to Many), Create table (Design View, Wizard, Datasheet View), Query (Update Query, Delete Query, Selection Query, Cross table Query, Make table Query).

Introduction to TALLY

Accounting, Accounting Conventions (Single and Double Entry), Transactions, Types of Accounts, Personal Accounts, Real, Nominal, Rules of Accounting.

Introsuction to Accounting Software [Ex. TALLY] – Creating of Company, Ledgers & Groups. Voucher Entry; Types of Voucher, Capital and Revenue, Income, Expenditure, Receipts, Preparation of Trial Balance, Profit & Loss Account & Balance Sheet.

uggested Books :
The Big Basics Book Of MS-OFFICE : Fulton, et al.

PROGRAMMING IN 'C'

Programming Languages - Introduction & History, Types of Programming Languages – Low Level, Middle Level & High Level Languages, Generations of Languages; Language Translator – Assembler, Compiler, Interpreter, Concept of Flow Chart & Algorithms. Introduction to C programming structure and C compiler, Data representation : Simple data types like real integer, character etc. Program, statements and Header Files, Simple Input Output statements in C, Running simple C programs. Primitive data types in C, char, integer, float, Double Long, Double Void etc.

Operators and Expressions – Arithmetic Operators, Assignment Operators, increment and

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Introduction to Commercial data base query language, SQL & its environment. SQL as a data definition language, creating tables, altering tables, Inserting, Deleting, updating, Retrieving data in a table, Join concepts(inner, outer, self, equi, non-equi), Nested Queries, Constraints concept ,null, not null concept, Primary key, Foreign key, Unique key concept and Authorization concepts. Introduction to front end tool (ex. Developer 2000and Visual Basic), Introduction to ODBC Concept, features of higher versions of ORACLE.

Suggested Books :

1. Data base system : Korth & Silberschatz.
2. An Introduction toData base System : C.J. Date

Essentials of E -Commerce

1. **Introduction to Electronic Commerce** –The scope of E-commerce; Size, growth and future projection of E-commerce market Worldwide and in India; Internet and its impact on traditional businesses; Definition of E-commerce; Business models in E –Commerce environment; Case studies. *Emergence of E-commerce* - E-commerce on private networks, Electronic Data Interchange (EDI), What is EDI, EDI in action, EDI basics, EDI standards, financial EDI, FEDI for international trade transaction, FEDI payment system within the US, ACH credit transfer payment system FEDI, application of EDI, benefits of EDI, Electronics Payment system, E-commerce on the web, E-commerce in India,

2. **Internet, Security and E-Commerce:** Security of Data/Information in Internet/web environment; Client security, Network security; Virus protection and Hacking; Security Measures: Authentication, Integrity, Privacy, Non-repudiation; Public information, Private information, firewall tunnels, encryption, secret key encryption, public key encryption, digital signature. Case studies. *E-commerce Payment Systems* – E-Commerce Payment Models: Pure and Hybrid E-Commerce Payment Models; Credit Card; Debit Cards; Pre-paid Card; Online debit to the accounts; and Alternative Payment Systems employing Electronic Clearing System of Reserve Bank of India. Case studies.

3. **Business–to-Business (B2B), Business-to-Consumer (B2C); Business-to-Business-to-Consumer (B2B2C) and Consumer-to-Consumer (C2C) E-Commerce** – How E-Commerce business practices differ from traditional business practices; Inter organizational transaction; Business transaction cycle, different types of transactions in E-commerce environment; Electronic markets, advantages and disadvantages of E-Market, Future of E-Markets; Inter- Organizational E-Commerce transactions; Advantages and Disadvantages of Inter-Organizational E-Commerce. Business-to-Consumer E-Commerce transactions; advantages and disadvantages of B2C E-Commerce transactions. *Application of E-Commerce in India:* Internet banking; Online Trading; E-Governance and E-Government etc. Case Studies.

4. **HTML Basics & Web Site Design Principles –**
Concept of a Web Site, Web Standards, What is HTML? HTML Versions, Naming Scheme for HTML Documents , HTML document/file, HTML Editor , Explanation of the Structure of the homepage , Elements in HTML Documents ,HTML Tags, Basic HTML Tags, Comment tag in HTML, Viewing the Source of a web page, How to download the web page source? XHTML, CSS, Extensible Markup Language (XML), Extensible Style sheet language (XSL), Some tips for designing web pages, HTML Document Structure. HTML Document Structure-Head Section, Illustration of Document Structure,<BASE>

Element, <ISINDEX> Element, <LINK> Element, META, <TITLE> Element, <SCRIPT> Element, Practical Applications, HTML Document Structure-Body Section:-Body elements and its attributes: Background; Background Color: Text; Link; Active Link (ALINK); Visited Link (VLINK); Left margin; Top margin, Organization of Elements in the BODY of the document: Text Block Elements; Text Emphasis Elements; Special Elements — Hypertext Anchors; Character-Level Elements; Character References, Text Block Elements: HR (Horizontal Line); Hn (Headings) ; P (Paragraph); Lists; ADDRESS ; BLOCKQUOTE; TABLE; DIV (HTML 3.2 and up) ; PRE (Preformatted); FORM, Text Emphasis Elements, Special Elements — Hypertext Anchors, Character-Level Elements: line breaks (BR) and Images (IMG), Lists, ADDRESS Element, BLOCKQUOTE Element, TABLE Element, COMMENTS in HTML, CHARACTER Emphasis Modes, Logical & Physical Styles, Netscape, Microsoft and Advanced Standard Elements List, FONT, BASEFONT and CENTER.

5. **Image, Internal and External Linking between WebPages**
Netscape, Microsoft and Advanced Standard Elements List, FONT, BASEFONT and CENTER Insertion of images using the element IMG (Attributes: SRC (Source), WIDTH, HEIGHT, ALT (Alternative), ALIGN), IMG (In-line Images) Element and Attributes; Illustrations of IMG Alignment, Image as Hypertext Anchor, Internal and External Linking between Web Pages Hypertext Anchors, HREF in Anchors, Links to a Particular Place in a Document, NAME attribute in an Anchor, Targeting NAME Anchors, TITLE attribute, Practical IT Application Designing web pages links with each other, Designing Frames in HTML. Practical examples.

6. **Creating Business Websites with Dynamic Web Pages** – Concept of static web pages and dynamic web pages, Introduction to scripting, Types of Scripting languages, Scripting Files, Client Side Scripting with VB/Jscript/JavaScript, Practical examples of Client side scripting. Identifying Objects & Events, and Creating & Implementing Common Methods,. Hosting & promotion of the web site, Domain Name Registration, Web Space allocation, Uploading / Downloading the website- FTP, cute FTP. Web Site Promotion Search. Engines, Banner Advertisements.

Recommend Books –
1. Business on the net - by Kamlesh N. Agarawala , Amit Lal & Deeksha Agarawal (Macmillan India Ltd.).
2. Introduction to HTML by Kamlesh N. Agarwala, O.P.Vyas, Prateek A. Agarwala. (Kitab Mahal Publications).
3. ASP Developer's Guide – by Greg Buczek (TATA McGraw Hill).
4. Information Technology Act 2000: www.mit.gov.in/it-bill.htm

Online Resources—
Indian Case Studies: URL's of some of the websites
India's first e-Commerce B2C e-tailer: www.fabmart.com
India's first online trading netpreneurs www.icicidirect.com
India's first alternative payment alternative: www.billjunction.com
Indian online grocery establishments: www.fabmart.com; www.sangam.com; www.subiksha.com; and www.myfoodworld.com for example.
India bank's offering Internet banking services: www.icicibank.com; www.hdfcbank.com; www.gtb.com , for example.
www.ncsa.uiuc.edu/General/Internet/www.

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