

Diploma Classes Syllabus Unitization & Prescribed Books

Department of CS & IT

Class – DCA

Semester-II

Pattern of Question Paper - Eight questions of equal marks (Specified in the syllabus), two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Paper-II:PC Computing-II

Month wise Division	Syllabus Unitization
<u>Feb/March</u>	SECTION-A MS-EXCEL a) Introduction to Worksheet/Spreadsheets b) Creating a simple Worksheet c) Computations in a Worksheet SECTION-B a) Printing the Worksheet b) Graphs
<u>April</u>	SECTION-B c) What if Analysis (Data Sort, Fill, Query, Filter) SECTION-C MS Access Introduction, Understanding Databases, Creating Tables, Queries.
<u>May</u>	SECTION-D MS Access Forms Reports, Adding graphs to your report

Prescribed Book

Book Name – Fundamentals of Computers and Information Technology

Author –Puneet Kumar

Publisher –Kalyani Publishers

Paper-I:DBMS

Month wise Division	Syllabus Unitization
<u>Feb/March</u>	SECTION–A Introduction to dbms, data models, E-R ModelRelational database management SECTION–C Sql Fundamentals I
<u>April</u>	SECTION–B Database Security, Protection, Integrity, Concurrency Control, Idea of Distributed Databases, Knowledge Base/Expert Systems SECTION–C Sql Fundamentals I
<u>May</u>	SECTION–C Sql Fundamentals II, III, Views, Managing Users and Roles, Sequences, Indexes SECTION–D Cursors, Procedures, Functions & Packages Database Triggers.

Prescribed Book

Book Name – DBMS

Author – Anshuman Sharma

Publisher – Khanna Publishers