

PG Diploma in Computer Applications (CBGS)

Syllabus for the batch from year 2024 to 2025

SEMESTER-I

Pattern of Question Paper -Eight questions of equal marks (Specified in the syllabus) are to be set, 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. The student can use only Non-programmable & Non-storage type calculator.

PAPER-I: PC COMPUTING-I (MS Office) 2003

Time: 3 Hours

M. Marks:100(50 Practical + 50 Theory)

Credits: L-T-P

3-0-2

Month wise Division	Syllabus Unitization
August	SECTION-A MS-Word: Introduction to Ms-Office, Ms-Access, Ms Excel. Parts of window of word (Title bar, menu bar, status bar, ruler) , Creation of new documents, opening document ,insert a document into another document. Page setup, margins, gutters, font properties, Alignment, page breaks, header footer deleting ,moving, replace, editing text in document. Saving a document, spell checker, printing a document. Creating a table, entering and editing, Text in tables. Changing format of table, height width of row or column. Editing, deleting Rows, columns in table. Borders, shading, Templates, wizards, Drawing objects, mail merge
September	SECTION-B MS-Power Point: Introduction to Ms power point. Power point elements (templates wizard Views, color schemes ,Exploring power point menu (opening & closing menus, working With dialogues boxes), adding text, adding title, moving text area, resizing text Boxes, adding pictures. Starting a new slide, saving presentation, printing slides .Views (slide View slide sorter, notes view, outline view) .Formatting & enhancing text formatting, Choosing transitions. Creating a graph, displaying slide show, adding multimedia .Slide transitions. Timing slide display, adding movies & sounds. Using a pick look Wizards to change format. SECTION-C MS-Excel: Introduction to Worksheet/Spreads, Features of excel. Describe the excel Window, different functions on different data in excel, creation of graphs, editing it and formatting, changing chart type to 2d chart or 3d chart, creation of worksheet, adding, deleting, moving the text in worksheet. linking different sheets, sorting the data, querying the data, filtering the data (auto and advance filters), What-if analysis, printing a worksheet. SECTION-D MS-Access: Introduction, Understanding Databases. Creating the tables. entering records in table, deleting table, modifying table fields, linking tables,
October-November	SECTION-D Queries. Forms, formatting forms, relating a form to tables, Reports(building reports, formatting report. displaying the information of table using reports Adding Graphs to your reports. .

Prescribed Book

Book Name – Fundamentals of Computers

Author – Puneet Kumar

Publisher – Kalyani Publishers

Paper II -PC COMPUTING–II (Professional DTP)
Time: 3 Hours **M. Marks:100(50 Practical + 50 Theory)**
Credits: L-T-P
3-0-2

MonthwiseDivision	SyllabusUnitization
August	<p>SECTION–A Photoshop 5.5</p> <ol style="list-style-type: none"> 1. Introduction to Graphics, Vector Graphics & Bitmaps 2. Understanding Image Size& resolution 3. Relationbetweenresolution,Filesizes&output 4. Using menu & Palettes. 5. Concept of Path (Segment, Anchor, Curved, Closed, Open, Subpath)
September	<p>SECTION–B Photoshop 5.5</p> <ol style="list-style-type: none"> 1. Photoshop Tools (Pen, Pencil, Brush, History, Air, Eraser, Rubber stamp, Smudge, Dodge, Burn, Sponge), Masks & Histogram. 2. Acquiring & Importing Images, 3. Concept of Lyres Channels & Path, Filters, Rendering Effects, Transformation, Strokes, Image Modes, Canvas & Images. 4. Using navigator & Photo Shop plugins. <p>Corel Draw-9 1. Concepts of vector graphics. 2. Color palate, Pasteboard, & Print Page</p> <p>SECTION–C Corel Draw-9</p> <ol style="list-style-type: none"> 1. Using ruler unit's etc... 2. Corel Tools (Pick, Shape, Knife, Eraser, Zoom, Freehand, Natural Pen, Dimensions, Ellipse, Polygon etc.). <p>SECTION–D CorelDraw-9</p> <ol style="list-style-type: none"> 1. Transformations, Trimming, Welding, Intersection of Objects,Snapping,UsingObjectManager.
October-November	<p>SECTION–D</p> <ol style="list-style-type: none"> 2. Givingeffects,(Envelope,AddingPerspective,Contours,BlendingImage.)

Prescribed Book

Book Name – PC COMPUTING–II : Photoshop & Corel Draw

Author – Manohar Singh & Tejinder Singh

Publisher – AP Publishers

Paper III - Fundamentals of Computer & Operating Systems
Time: 3 Hours **M. Marks:100(50 Practical + 50 Theory)**
Credits: L-T-P
3-0-2

MonthwiseDivision	SyllabusUnitization
August	<p><u>SECTION–A</u> Fundamentals of Computer: Introduction, Applications, Components, Input-output devices Secondary storage devices Types of software, Translators, data communication and network.</p> <p>Windows Vista: Parts of window screen start menu, Taskbar settings, application & document window, anatomy of a Window explorer, About desktop icons folder, short cut creation, setting of screensaver, color settings, wallpaper, changing window appearance.</p> <p><u>SECTION–B</u> DiskOperatingSystem: Meaning of operating system, its functions, batch systems, real systems, multiprogramming, multitasking, single, multiuser systems.</p>
September	<p><u>SECTION–B</u> Define dos, Structure of Ms-Dos , hot & coldbooting Internal command, External commands of DOS</p> <p><u>SECTION–C</u> Introduction to Unix: Explain the features of Unix system. Structure of Unix(Kernel, shell), Unix file system(data blocks, list, super block, boot block), Types of files (ordinary files, directory, special files), types of users(0-2), Simple commands(cat, ls, ln, chmod, mail, who, whoami, cal, pwd, date, ps, mkdir, cd, rmdir, rm , tput, clear).</p> <p><u>SECTION–D</u> Introduction to Unix: Piping, filters, batch processing, shell programming(Echo, read, case constructs). VI editor (opening it, inserting, modifying, deleting, saving files).</p>
October-November	<p><u>SECTION–D</u> Types of shells(bourne, c, rshell.Login & logout of Unix session)</p>

Prescribed Book

Book Name – Fundamentals of Computer & Operating Systems

Author – Anshuman Sharma

Publisher –Lakhanpal Publications

PAPER–IV: DATABASE MANAGEMENT SYSTEM THROUGH ORACLE-10g & SYSTEM ANALYSIS & DESIGN

Time: 3 Hours M. Marks:100(50 Practical + 50 Theory)

Credits: L-T-P

3-0-2

Month wise Division	Syllabus Unitization
August	SECTION–A Basic Concepts: An overview of Database Management, (database, database system, why database, data independence). An architecture for a database system (levels of the architecture, mapping, DBA), Introduction to Relational database systems. Relational Model: Domain and relations, Relational data integrity
September	SECTION–B System Analysis and Design: System development life cycle, System development tools. ORACLE 10g: SQL. *PLUS Introduction to Oracle 10g SQL- DDL, DML, DCL SECTION–C ORACLE 10g: SQL. *PLUS Join methods & Sub query, Union, Intersection, Minus, Tree Walking, Built in Functions, Views, Security amongst users, Sequences, Indexing, Object Oriented Features of Oracle 10g SECTION–D PL/SQL Introduction to PL/SQL Cursors- Implicit & Explicit
October-November	SECTION–D Procedures, Functions & Packages Database Triggers

Prescribed Book

Book Name – Database Management System

Author – Anshuman Sharma

Publisher – Lakhanpal Publishers