

**SYLLABI OF COMPUTER APPLICATIONS
FOR B.A WEST ASIAN STUDIES**

COURSE TITLE :	MICROSOFT OFFICE AND ADOBE PAGEMAKER
COURSE CODE :	WAS1(2)CO1
Credits:	4
Hours for theory /week:	4
Hours for Practical/week:	4/batch

Number of batches:

2 (each batch contains 30 students)

Format:

Lectures and practical, End semester theory and practical examination, continuous assessment based on assignment, mid-semester (theory and practical) examination.

Objectives

To make the students capable of managing the day to day activities of an office with the help of computers and also to make the students confident to work with publishing works.

Features

- Describe all menus and tools available
- Examples focusing on live documents.
- Step-by-step examples that guide the student through the learning process.

Module 1- Word Processing

Creating documents, formatting documents, columns, paragraphs, borders and shading, bullets and numbering, back ground, tools, clip arts, objects, tables, pictures, drawing, mail merge.

Module 2- Spread Sheet

Organization of work sheet window, formatting cells, formula and functions (Mathematical, logical), using charts, forms and usage of charts

Module 3- Presentation Package

Creation of slides, setting up animations, views of slides, tools.

Module 4- Database Management System

Working with tables, forms, queries, reports, macros and pages

Module 5 PageMaker Essentials

Adobe PageMaker environment, working with document (layout, PageMaker text), using color in PageMaker publications, managing graphics and objects

Module 6- Managing PageMaker Documents

Setting defaults and preferences, merging documents, PageMaker scripts, creating a book, creating PDF documents

Continuous Assessment:

For theory:

- One test and One seminar

For practical:

- One test

Books for reference

- Office 2010 in simple steps Kogent Solutions Inc Dreamtech
- Microsoft office 2010 Bible Walkenbach, Tyson, WileyWempen
- Excel 2010 in simple steps Dreamtech press Dreamtech
- Microsoft Access 2010 Groh, Stockman, Powell, WileyBible Prague, Irwin, Readon
- Word 2010 in simple steps Kogent Solutions Inc Dreamtech
- Powerpoint 2010 in simple Kogent Solutions Inc Simple steps steps
- Microsoft Powerpoint 2010 Faithe Wempen WileyBible
- PageMaker7: The Ultimate reference Carolyn M Connally Osborne Comdex DTP course Kit Vikas Gupta Dreamtech
- Desktop Publishing And Design: A beginner's Guide Roger C Parker Osborne

COURSE TITLE: **HARDWARE AND NETWORKING FUNDAMENTALS**

COURSE CODE :	WAS 4(3) CO1
Credits:	4
Hours for theory /week:	4
Hours for Practical/week:	4/batch
Number of batches:	2 (each batch contains 30 students)

Format

Lectures and practical, End semester theory and practical examination, continuous assessment based on assignment, mid-semester (theory and practical) examination.

Objectives

This course enables the students to grab the job opportunities in the network and hardware field.

1. Introduction to Computer

Basics of computer, Organization of computer, Software and hardware, Input/output devices, computer assembling, motherboard components, BIOS set up, s/w of installation.

2. Basic networking concepts

Network topologies- LAN, WAN, MAN, PAN, Networking Model- the OSI model, TCP/ IP Model, Network adapters, Introducing protocols, Cabling and troubleshooting

3. Introduction to various networking devices

Routers, Switches, Modems, Hubs etc., Wired and Wireless technology

4. Network basic and configuration

Setting IP addresses, Sharing files and folders, Network troubleshooting

Continuous Assessment:

For theory:

- One test and One seminar

For practical:

- One test

Books references

- PC Upgrade and Repair Bible Barry Press, Marcia Press Bible
- PC Upgrade and Repair Black Book Ron Glister Black Book
- PC Upgrade and Repair Street Smarts James Pyles Sybex Comdex Computer
- Hardware and Networking Course Kit Vikas Gupta Comdex

Annexure-1

Method of Indirect Grading

Evaluation(both internal and external) is carried out using Marks system. The Grade on the basis of total internal and external marks will be indicated for each course, for each semester and for the entire programme.

Indirect Grading System in 10 -point scale is as below:

Ten Point Indirect Grading System

Percentage of Marks (Both Internal & External put together)	Grade	Interpretation	Grade point Average(G)	Range of grade points	Class
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