

Telephone No. 2419677/2419361
Fax: 0821-2419363/2419301

e-mail : registrar@uni-mysore.ac.in
www.uni-mysore.ac.in

UNIVERSITY OF MYSORE
Estd. 1916



No.AC6/753/2018-19

Vishwavidyalaya Karyasoudha
Crawford Hall, Mysuru- 570 005
Dated: 12.07.2019

NOTIFICATION

Sub: Including syllabus and Exam pattern for SEC-2 of IV sem BA programme.

Ref: 1. Letter from the Dr.Suresh, Chairman, BOS in Computer Science, DOS in Computer Science, MGM, Mysuru Dated: 17.06.2019.

The Chairman, BOS in Computer Science, DOS in Computer Science, MGM, Mysuru has written the letter on Dated: 17.06.2019 and has stated that the including syllabus and exam pattern for SEC-2 (Computer Applications) of IV sem of B.A programme and this will come into effect from 2018-19 Batches. The same is here notified.

The syllabus and scheme of examinations is annexed and downloaded in the University Website i.e., www.uni-mysore.ac.in

Draft Approved by the Registrar

Lingard 15/7/19
DEPUTY REGISTRAR (ACADEMIC),
UNIVERSITY OF MYSORE,
MYSORE.

To:

1. The Registrar (Evaluation), University of Mysore, Mysuru.
2. The Dean, Faculty of Arts, DOS in English, Manasagangotri, Mysuru.
3. The Chairman, Department of studies in Computer Science, Manasagangotri, Mysuru.
4. The Chairman, Board of Studies in Computer Science (UG), Manasagangotri, Mysuru-
With a request to observe the contents uploaded in the University website with regard to the above proposals if any discrepancies inform to the Academic section.
5. The Deputy Registrar/Assistant Registrar/Superintendent, Administrative Branch and Examination Branch, University of Mysore, Mysuru.
6. The PA to Vice-Chancellor/Registrar/Registrar (Evaluation), University of Mysore, Mysuru.
7. Office Copy.

University of Mysore
Department of Studies in Computer Science
Manasagangotri, Mysuru

CBCS 2018 – 2019
(Skill Enhancement Course – SEC)

BA Programme: IV Semester: SEC-2 Computer Applications L:1; T:0; P:1)

Unit 1

1.1 Introduction to computers: Generations of computers, applications of computer, Characteristics of computers, Speed, word length, storage, accuracy, versatility.

1.2 Functional units of a computer: Block diagram and functions of each Unit, Memory- Primary and secondary, Examples of different types of input and output units, Secondary storage devices - Magnetic tape, hard disk, CDS and DVD.

1.3 Introduction to computer software: Generations of software, Machine, Assembly and high-level language, Types of software Application software and System software.

Unit 2

2.1 Operating systems: Functions of Operating system, Examples of Operating system - DOS, Windows and UNIX and their features, Network fundamentals – Definition - advantages and types - LAN, WAN and MAN.

2.2 Office Automation:

Word processing. with tables, inserting special objects in a document, mail merge, glossary.

Spreadsheet Features, applications and advantages. The spreadsheet screen display, different types of data, Functions Mathematical, statistical and date functions, creating and formatting charts.

Presentations Features, applications. And advantages, creating slides and formatting presentations, customized animation, inserting charts and other objects in a presentation

Unit 3

3.1: Internet: Internet basics, uses, search engines, browsers. Creation and handling email accounts, social network, e-portals, cloud storage, security issues.

3.2: E-Commerce Basics: Fundamentals of e-commerce, types of e-commerce, applications and limitation of e-commerce.

Practical:

Part A: (Word Processing and Presentation Tool):

1. Basics of MS-Word, Text, Paragraph, File handling and Printing.
2. Inserting Word Art, Tables, Images and using MS-Word.
3. Page borders, Page Header, Page Footer using MS-Word.
4. Find and Replace, Spell check options and handling MS-Word Dictionary.
5. Using Mail merge feature of MS-Word.
6. Creation of glossary using MS-Word.
7. Handling Slide Theme Selection, Text, Hyperlink in MS-PowerPoint.
8. Inserting Images, Audio and Videos in preparation of presentations using MS-PowerPoint.

Part B: (Electronic Spreadsheet and Web Services):

9. Basics of electronic Spreadsheets and entering different types of data and simple arithmetic expressions.
10. Exercises related to absolute and relative cell references in MS-Excel.
11. Exercise to illustrate arithmetic, date and statistical functions in MS-Excel.
12. Exercise related to sorting and filtering options in MS-Excel.
13. Exercise to insert different types of Charts in MS-Excel.
14. Creation and handling of email account.
15. Handling Web browsers (Settings, Users, History, Cookies and Extensions) and Search Engines
16. Activities related to online reservation.
17. Trading activities using e-commerce portals.

Evaluation Pattern:

	Total	:	100
Internal Assessment (C1 + C2 = 10 + 10)		:	20
Practical Examination (Part A + Part B = 10 + 10)		:	20
Theory Examination		:	60
Part A: Answer any 12 out of 14 questions [2 marks each] 4 Questions from each Unit.			
Part B: Answer any 2 out of 3 questions [6 marks each] Questions from Unit 1			
Part C: Answer any 2 out of 3 questions [6 marks each] Questions from Unit 2			
Part D: Answer any 2 out of 3 questions [6 marks each] Questions from Unit 3			

~ o ~ o ~ o ~