



# **Eklavya University**

**SESSION**

**2023-24**

**B.Sc. (Computer Application)**

**II SEMESTER**

**SYLLABUS**

**OF**

**NEP**

**School of Basic and Applied Sciences**

**EKLAVYA UNIVERSITY, DAMOH (M.P.)**  
**Scheme of Examination B.Sc II Semester (Major...nor)**  
**School of Basic and Applied Sciences (Academic Session 2023-24)**  
**Subject wise distribution of marks and corresponding credits**

S. No.	Subject Name	Subject Code	Paper Name	Theory Slot			Practical Slot					Total Marks	Contact Periods Per week			Total Credits	
				External Assessment (End Term Exam)	Internal Assessment Class test (Descriptive & Objective) /Assignment/Seminar/			Internal Assessment			External Assessment		L	T	P		
					FINAL EXAM	Internal Assessment I	Internal Assessment II	Internal Assessment III	Class test/ Interaction	Attendance	Assignment / Presentation						Viva Voce
1	Botany	23S1BOTA2T	Basic Botany	60	10	10	20						100	4	-	0	4
		23S1BOTA2P	Basic Botany Practical					10	10	20	10	10	40	100	-	-	2
2	Zoology	23S1ZOO2T	Cell Biology, Reproductive Biology and Developmental Biology	60	10	10	20						100	4	-	0	4
		23S1ZOO2P	Cytology, Reproductive Biology and Embryology					10	10	20	10	10	40	100	-	-	2
3	Physics	23S1PHYS2T	Mechanics and General Properties of Matter	60	10	10	20						100	4	-	0	4
		23S1PHYS2P	Mechanics and General Properties of Matter Lab					10	10	20	10	10	40	100	-	-	2
4	Mathematics	23S1MATH2T	Calculus and Differential Equations	60	10	10	20						100	4	-	0	4
5	Chemistry	23S1CHEM2T	Analytical Chemistry	60	10	10	20						100	4	-	0	4
		23S1CHEM2P	Analytical Process and Techniques					10	10	20	10	10	40	100	-	-	2
6	Computer Application	23S1COAP2T	Data Processing Software	60	10	10	20						100	4	-	0	4
		23S1COAP2P	Data Processing Software (Practical)					10	10	20	10	10	40	100	-	-	2
7	Industrial Microbiology	23S1INMB2T	Fundamentals of Industrial Microbiology	60	10	10	20						100	4	-	0	4
		23S1INMB2P	Basic Exercises in Industrial Microbiology					10	10	20	10	10	40	100	-	-	2
8	Biotechnology	23S1BTEC2T	Microbiology and Immunology	60	10	10	20						100	4	-	0	4
		23S1BTEC2P	Lab on Microbiology and Immunology					10	10	20	10	10	40	100	-	-	2

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**EKLAVYA UNIVERSITY, DAMOH (M.P.)**

**Scheme of Examination B.Sc II Semester (Generic Elective)(From other faculty)**

**School of Basic and Applied Sciences (Academic Session 2023-24)**

**Subject wise distribution of marks and corresponding credits**

S. No.	Subject Name	Subject Code	Paper Name	Maximum Marks Allotted										Total Marks	Contact Periods Per week			Total Credits
				Theory Slot					Practical Slot						L	T	P	
				External Assessment (End Term Exam)	Internal Assessment Class test (Descriptive & Objective) /Assignment / Seminar			Internal Assessment			External Assessment							
					FINAL EXAM	Internal Assesment I	Internal Assesment II	Assignment/ ppt presentation	Class test/ Interaction	Attendance	Assignment/ Presentation	Viva Voce	Sessional/ Practical Record					
1	Generic Elective	23H1HSCB1G	Child Rights and Women Empowerment	60	10	10	20							100	4	-	0	4
		23A1PHIL1G	सामाजिक मानस का व्यक्तित्व दर्शन	60	10	10	20								100	4	-	0

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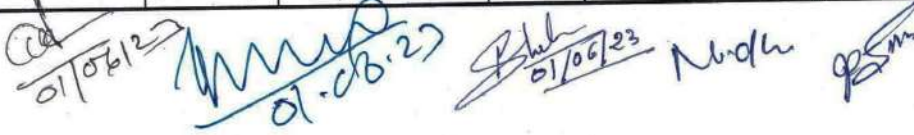
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Eklavya University Damoh (M.P.)  
School of Basic & Applied Sciences

Scheme of Examination B.Sc. II Semester Ability Enhancement Course AEC  
Session - 2023-2024

Subject Wise Distribution of marks and Corresponding Credits

S.No.	Course	Subject Code	Subject Name	Foundation Course				Total Marks	Contact Periods Per Week			Total Credits
				Maximum Marks Alloted					L	T	P	
				Theory Slot								
				EA (UE)	IA/CCE (Class Test)	Assignment/Presentation)	Practical					
1	Foundation Course	23FC1B	Bhasha our Sanskrit(Hindi)	50	0	0	0	100	2	0	0	4
			Yogic Science (Yoga and Meditation)	50	0	0	0		2	0	0	


  
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<b>Class</b>		<b>B.Sc./ B.A./ B.Com.</b>	
<b>Semester</b>		<b>II Semester</b>	
<b>Subject &amp; Subject Code</b>		<b>Data Processing Software - 23S2COAP2T</b>	
<b>Course Title</b>		<b>Computer Application</b>	
<b>Max. Marks</b>		<b>60 (ESE) + 40(I) = 100</b>	
<b>Credit</b>		<b>Total Credits</b>	
<b>L</b>	<b>T</b>	<b>P</b>	<b>4</b>
4	0	0	
<b>Course Learning Outcomes:</b>			
On the completion of this course, students will be able-			
1. To understand the basic concept of various Applications of software.			
2. To gain knowledge of MS Word, Excel, Access, and PowerPoint.			
3. To apply acquired knowledge in office automation tasks.			
4. To study various formatting methods of documentation and spreadsheets.			
5. To develop and enhance presentation skills using PowerPoint.			
<b>Unit</b>	<b>Syllabus</b>		<b>Periods</b>
UNIT - I	<b>M.S Windows:</b> Introduction to MS Windows; Features of Windows; Various versions of Windows & their use; Working with Windows My Computer & Recycle bin Desktop, Icons, and Windows: Explorer, Screen description & Working styles of Windows, Dialog Boxes & Toolbar, Working with Files & Folder, Shortcuts & AutoStart's, Accessories and Windows Settings using Control Panel, Start button & Program lists, Installing new Hardware & Software.		12
UNIT - II	<b>Basic of MS Word:</b> Creating Word documents; The Word Window, Entering Texts, Editing Document texts, Selecting Texts, Copying and Moving Texts. Applying Text Enhancements, Applying Fonts and Font Styles in Word, Highlighting Text for a Distinctive Look, Aligning and Formatting, Aligning Text using identification options, and Setting Line Spacing Options using Tabs. Creating Lists, Numbers, and Symbols, Numbering, and Bullets, Creating Special Characters, Replacing and Checking Text, More about Spelling and Grammar using the Thesaurus command, Getting Print using Print Preview, changing Page Orientation and Paper Size, Aligning Text Vertically, Setting Margins, Printing Options. Advanced Formatting Techniques in Word: Formatting Pages, Formatting Sections, Creating and Modifying Page Numbers, Creating Headers and Footers, Taking Care of Loose Ends, Working with Columns; Working With Newspaper Columns, and Revising Column Structure. Constructing High-Quality Tables; Creating and Revising Tables, Modifying Table Structure, Formatting tables, Creating Outlines in Word using Templates, Use of Mail Merge in Microsoft Word.		12

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UNIT - III	<p><b>MS Access:</b>          Concepts &amp; terms: database tables, relational database, records, fields, controls &amp; objects, queries, forms, reports, properties, wizards, macros, MS Access requirements, starting &amp; quitting MS Access, MS Access workspace, tool &amp; views. Creating databases &amp; tables with &amp; without the wizard, field name, data types &amp; properties, adding &amp; deleting fields, renaming fields &amp; their caption, resizing fields, freezing columns' primary key field &amp; indexing fields.</p> <p>MS Access Form: Form wizard, Saving &amp; Modifying forms, Entering &amp; Editing data, finding, sorting &amp; displaying data, creating queries, using select queries and wild cards.</p> <p>MS Reports: Creating reports, previewing reports, printing reports, modifying &amp; Saving reports. Relational databases: definition, purpose, creation, viewing, deleting. Expressions, Create PivotTable of PivotChart views in an Access desktop database.</p>	12
UNIT - IV	<p><b>Creating Excel Worksheets:</b> Entering and Editing Cell Entries: Excel Application Window, Workbooks, and Worksheets Moving the Cell Pointer, Entering Text and Numbers, Revising Text and Numbers. Working with Numbers; Creating Formulae, Formatting numbers. Changing Worksheet Layout; Adjusting Column Width and Row Height, Inserting and Deleting Rows and Columns Inserting and Deleting Cells, Moving and Coping Cell Contents, Naming Worksheets, Selecting Worksheets, Copying and Moving Worksheets, Inserting and Deleting Worksheets, Other Formatting Options; Aligning Text, Border and Colour Printing in Excel; Print Preview, Changing Page Setup, Checking Worksheet Spelling.</p> <p><b>Advanced Techniques in Excel:</b>          Using function and References: Use of Functions, Entering Functions, Relative and Absolute Cell References. Create Named Ranges, Creating Easy-to-Understand Charts; Pie Charts, Series Charts, Creating Charts, Moving, Sizing, and Printing Chart Objects. Editing and Formatting Charts. Macros. Creation of Pivot Table to analyze Worksheet data.</p>	12
UNIT - V	<p><b>Creating PowerPoint Presentations:</b>          Creating a Basic Presentation, Types of View in PowerPoint Presentation, Building Presentations, Modifying Visual Elements, Formatting and Checking Text, Adding Objects, Applying Transitions, Animation Effects, Linking and Preparing handouts.</p>	12

**Text Books: –**

- 1 Microsoft Office 97: Will Train, Gini Courter, Annette Marquis, BPB Publication.
- 2 Microsoft Office 2000: Gini Courter & Annette Marquis, BPB Publication.
- 3 MS Office 2000 for Everyone: Saxena Sanjay, S stand.
- 4 Writer's Guide to Microsoft Word: Kari Holloway
- 5 Access 2016 Bible: Michael Alexander, Richard Kusleika
- 6 Excel 2019: Greg Harvey
- 7 Microsoft PowerPoint Made Easy: Chris Smith

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<b>Class</b>		B.Sc./B.A./B.Com.	
<b>Semester</b>		II Semester	
<b>Subject &amp; Subject Code</b>		Data Processing Software - 23S2COAP2P	
<b>Max. Marks</b>		60 (ESE) + 40(I) = 100	
<b>Credit</b>		<b>Total Credits</b>	
<b>L</b>	<b>T</b>	<b>P</b>	2
0	0	2	
<b>Course Outcome</b>			
<b>On the completion of this course, students will be able –</b>			
1. To understand the basic concept of various Applications of software.			
2. To gain Knowledge of MS Word, Excel, Access, and PowerPoint.			
3. To apply acquired Knowledge in office automation tasks.			
4. To study various methods of formatting documents and the use of spreadsheets.			
5. To develop and enhance presentation skills using PowerPoint.			

### Practical List

#### MS Office Practical

1. To create a document and insert header and footer, page little, page number
2. Insert a table, picture, clip art, and chart into the document
3. To create a document for Writing mathematical equations.
4. To create a document, set the margins, orientation, size, column, watermark, page color, and page borders.
5. To create a document using mail merge by connecting the database.
6. To print an invitation letter using mail merge
7. To design a table, and report in Access.
8. To design Queries and macros in Access.
9. To get external data from elsewhere and move to Access.
10. Access Data base, generate a report, and label.
11. To encrypt the Database with a password in Access.
12. Creating, editing, saving, printing, securing & protecting the operation of excel spreadsheets.

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13. To prepare different types of charts in Excel
14. To create Student data for identity cards along with a photo, sign, etc. and print it.
15. To create bar charts & pie charts in Excel for analysis of five years' results of your institute.
16. To prepare an attendance sheet of 10 students for any 6 subjects of your syllabi. To calculate the total attendance of each student & average attendance.
17. To create a pivot table using multiple sources of data in Excel.
18. Applying themes and layouts to PowerPoint slides and inserting pictures, graphics, shapes, and tables into presentations.
19. To create PowerPoint slide make using transitions and animation, working with master slides.
20. To create a professional slide for presentation in PowerPoint.

**Suggested Readings:**

1. Microsoft office 97: will Train, Gini Courter, Annette Marquis, BPB publication.
2. Microsoft Office 2000: Gini Courter & Annette Marquis, BPB publication.
3. MS office 2000 for Everyone: Saxena Sanjay, s second
4. Writer's Guide to Microsoft Word: Kari Holloway
5. Access 2016 Bible: Michael Alexander, Richard Kusleika
6. Excel 2019: Greg Harvey
7. Microsoft powerpoint Made Easy: Chris Smith

<b>Assessment and evaluation</b>			
<b>Suggested Contionus Evaluation Methods:</b>			
<b>Internal Assessment</b>	<b>Marks</b>	<b>External Assessment</b>	<b>Marks</b>
<b>Class Interaction / Quiz</b>	<b>40</b>	<b>Viva Voce on Practical</b>	<b>60</b>
<b>Attendance</b>		<b>Practical Record File</b>	
<b>Assignments (Charts/Model Seminar/ Rural Service/ Technology Dissemination/Report of Excursion/ Lab Visits/ Survey /Industrial Visit)</b>		<b>Table work/ Experiments</b>	
<b>Total</b>	<b>Total Marks : 100</b>		