8. Computer Studies

B.A/B.Sc. Computer Studies-I 

Total Mark: 100

Appendix ‘A’

(Outlines of Tests)

Paper-A: Introduction to Information Technology & Computer Programming (Written) 70 Marks

Paper-B: Practical 30 Marks

Appendix ‘B’

(Syllabi and Courses of Reading)

Paper-A: Introduction to Information Technology & Computer Programming 70 Marks

This paper will consist of two sections.

Section-I: Introduction to Information Technology 35 Marks


Recommended Books:

1. Introduction to Computers” by Peter Norton.
3. Introduction to Computer Science”, Scham’s Series.
Section-II: Computer Programming 35 Marks

Tool: Visual Basics:


Recommended Books:

2. Visual Basic 6: How to Program" by Deitel, Deitel and Nieto Prentice-Hall.
4. Using Visual Basic (Special Edition)". by Brian Siler and Jeff Sports.

Paper-B: Practical 30 Marks

Section-I: 15 Marks

Windows 2000:

1. Exploring Windows 2000 work place: desktop component and customizing them exploring parts of a window, menu and dialog boxes, multitasking, and shutting down windows.
2. Working with the Accessories: calculator, notepad, wordpad, paint program, media player, etc.
3. Organizing files and folders using window explorer.
4. Using Windows System Tools, Working with Control Panel Installing new software and hardware
5. Using Internet: Working with Internet explorer, surfing with internet explorer, working with e-mail.
Word 2000:
1. Exploring Word 2000 work place: document, menus, toll bars, dialog boxes and other icons:
2. Saving and opening documents.
3. Editing and formatting text.
4. Formatting and printing documents
5. Working with tables and graphics
6. Working with Mail 'Merge and hyper links

Excel 2000:
1. Exploring Excel 2000 work place: workbook; worksheet, menus, toll bars, dialog boxes, and other icons.
2. Worksheet basic: entering data, editing worksheet, inserting & deleting cell, hiding data, copying data and auto fill.
3. Formatting and printing a work sheet.
4. Using functions in formulas.-
5. Creating charts and adding graphics.

Front Page 2000:
1. Exploring Front Page environment.
2. Designing documents: working from Page View.
3. Developing the basic page: text, list, and hyperlinks, tables, frames.
4. Enhancing pages with graphics and multimedia.

Recommended Books:
7. "Microsoft Excel 2000: Comprehensive Course” by H.A. Napier and P.J. Judd
Section-II: 15 Marks

Students must implement the concepts studied in theory part. For practice see examples given in "Computer programming with Visual Basic 6" by A. R. Harriger, S.K. Lisack and "Visual Basic 6: How to Program" by Deitel. Deitel and Nieto. Some practical examples AS guide line are given below:

1. Test if a given integer is odd or even.
2. Given the sides of a triangle, determine the type of the triangle.
3. Print integers in the specified range; make every alternate integer in the output negative.
4. Print Leap years in a given century.
5. Given two strings, count the number of times the second string appears in the first string.
6. Create a Program that convert Fahrenheit temperature to the Celsius scale and back again.
7. Search to a given name in an array of names.
8. Reverse an array.
9. Reverse a given string.
10. Build a scientific calculator.