

B.Com (CA) / BA (CA)

COMPUTER APPLICATION

2017-18

**PRT COLLEGE OF TECHNOLOGY
& SCIENCES ANUPPUR**

Mob.- 9713503839

(19)

Yearly Syllabus for Undergraduates
As recommended by Central Board of Studies of Computer Application &
Approved by H E the Governor of Madhya Pradesh
Session 2017-18
JULY 2017 Onwards

B.Com (I, II)

sem 1 year

Class: B.Sc./BA/B.Com (Computer Application)

B.Com (CA) - I year

B.Com (CA) - II year

2018-2019 syllabus (APS)

Paper Code		Internal			Theory	Total	Practical	Grand Total
	First Year	Three Months	Six Months	Total				
CA101	Fundamentals of Computer and PC Software	10	10	20	40	80		100
CA102	Desktop Publishing and Multimedia				40			
CA103P	PRACTICAL						50	50
	Second Year							
CA201	Internet and E-Commerce	10	10	20	40	80		100
CA202	Relational Database Management System				40			
CA203P	PRACTICAL						50	50
	Third Year							
CA301	Web Designing	10	10	20	40	80		100
CA302	Digital Marketing				40			
CA303P	PRACTICAL						50	50
Grand Total								450

Remark: (i) Each theory paper contain five objective type question of 1 mark and
(ii) Five short answer type question of 2 marks and
(iii) Five long answer type question of 5 marks, with internal choice in (ii) and (iii)

Dr. Anurag Kumar
(Abhilasha Kumar)

Dr. Anurag Kumar
(Dr. Anurag Kumar)

Dr. Anurag Kumar
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B.A/B.Com/R.Sc. (Computer Application) First Year

First Paper

Paper Code - CA -101
Paper Name - Fundamentals of Computer and PC Software

Maximum Marks: 40

Course Objectives:

1. To review the basic concepts and functional knowledge in the field of computer application
2. To expose the students to computer application in the field of Business.

Unit I

Introduction to Computer System: Block diagram, components: mother board, processor, main memory, cache memory, hard disk.
Input devices, Output devices, External storage devices: floppy disk, CD ROM, DVD, USB drives.

Types of software: System software, Application software.

System software: Operating system, Utility programs: anti-virus, disk cleaning, defragmentation, compression and decompression of files.

Application software: examples of commercial software with brief introduction.

Programming Languages: Low-level Language, Assembly Language, Middle Level Language and High Level Language, Compiler, Interpreter, Assembler, Difference between Compiler & Interpreter.

Unit II

Operating system : Definition, Functions of operating system, CPU, GUI, types of operating systems like Single user, Multi-user, Real time, Time sharing and Batch processing, Multiprocessing, Multiprogramming, Multitasking, Distributed processing, Elementary idea of various common operating system prevalent round the world.

MS Windows: An introduction and its features, desktop, taskbar, files and folders start menu operations, my computer, network neighborhood, recycle-bin, windows explorer, creating, copying, moving and deleting files, setting wall paper, changing the mouse pointer, paint, notepad, understanding the OLE features.

Unit III

Introduction to MS-Word: Advantages of word processing, Creating, Saving and Editing a document: Selecting, Deleting, Replacing Text, Copying text to another file. Insert, Formatting Text and Paragraph, Using the Font, Dialog Box, Paragraph Formatting using

Rajesh Bhatia
Arslan
(Anurag Hundet)
Anurag
Veerendra Singh
Rohit
(Abhinav Kumar) (Dr. S. K. Singh)
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Introduction to MS-Excel: Entering information: Numbers, Formula, Editing Data in a cell, Excel functions, using a Range with SUM, Moving and Copying data, Inserting and Deleting Row and Columns in the worksheet, Using the format Cells Dialog box, Using chart wizard to create a chart.

Unit IV

Unit V

1. Computer Fundamentals by P.K.Sinha
2. Fundamentals of Information Technology by A. Leon & M. Leon
3. Computer Today by Suresh K.Basandra
4. Internet business models and Strategies by Afuah A.&Tucci C.
5. P C Software MS Office by Nitin K Nayak
6. MS-Office Interactive course by Greg Perry, Techmedia
7. MS Office Complete Reference TMH Publication.
8. Operating System: Achyut S. Godbole
9. Management Information systems by Gerald V. Post & David L. Anderson.
10. Understanding Computer Fundamentals & Dos by G.K. Iyer

Question Paper should be framed in both English and Hindi version.

Rajendra Singh

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B.A/B.Com/B.Sc. (Computer Application) First Year

Second Paper

Paper Code - **CA-102**
Paper Name - **Desktop Publishing and Multimedia**
Maximum Marks: 40

Course Objectives:

1. To review the basic concepts and functional knowledge in the field of computer application
2. To expose the students to computer application in the field of Business.

Unit I

Importance and Advantages of DTP, DTP Software and Hardware, Commercial DTP Packages, Page Layout programs, Introduction to Word Processing. Commercial DTP Packages, Difference between DTP Software and Word Processing Software.

Unit II

Types of Graphics, Uses of Computer Graphics Introduction to Graphics Programs, Font and Typefaces, Types of Fonts, Creation of Fonts (Photographer), Anatomy of Typefaces, Printers, Types of Printers used in DTP, Plotter, Scanner.

Unit III

History and Versions of PageMaker, Creating a New Page, Document Setup Dialog Box, Paper Size, Page Orientation, Margins, Different Methods of placing text and graphics in a document. Master Page, Story Editor, Formatting of Text, Indent, Leading, Hyphenation, Spelling Check, Creating Index, Text Wrap, Position (Superscript/Subscript), Control Palette.

Unit IV

History, Multimedia Elements; Text, Images, Sound, Animation and Video. Text, Concept of Plain Text and Formatted Text, RTF & HTML Text, Image, Importance of Graphics in Multimedia, Image Capturing Methods, Scanner, Digital Camera, Sound – Sound and its effect in Multimedia. Analog and Digital Sound, Animation, Basics, Principles and use of Animation. Video, Basics of Video, Analog and Digital Video.

Unit V

Features of Multimedia, Overview of Multimedia, Multimedia Software Tools, Multimedia Authoring – Production and Presentation, Graphic File Formats, MIDI – Overview, Concepts, Structure of MIDI, MIDI Devices, MIDI Messages.

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Rajendra Singh
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(a. chandel)
Samman
Arora
(Chowhan)
Ahluwalia
Baxel
Humar
Sharma
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Text Books and reference books:

1. Desktop Publishing on PC by M. C. Sharma
2. Professional in Desktop Publishing by Dinesh Maidasani
3. DTP Courses 2/e by Singh & Singh
4. Multimedia, Computing, Communication & Applications by Ralf Steinmetz
5. Fundamentals of Multimedia by Ze-Nian Li
6. Page Maker – Manual
7. 'o' level module m3.2 Desktop publishing & Presentation graphics by V. K. Jain

Instruction to Paper Setter:

Question Paper should be framed in both English and Hindi version.

Sumshan
(2 or 5 marks)
Rajesh Pandey

Sanwani

Google
(or vash Singh)

Chubey

Paxer

Aade

Ag

Kumar

Sharma

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B.A/B.Com/B.Sc. (Computer Application) First Year

Suggested list of exercises for practical

Maximum Marks: 50

MS-Word

1. Create a document and apply different Editing options.
2. Create Banner for your college.
3. Design a Greeting Card using Word Art for different festivals.
4. Create your Biodata and use page borders and shading.
5. Create a document and insert header and footer, page title etc.
6. Implement Mail Merge.
7. Insert a table into a document.
8. Create a document and apply different formatting options.

MS Excel

1. Design your class Time Table.
2. Prepare a Mark Sheet of your class subjects.
3. Prepare a Salary Slip of an employee.
4. Prepare a bar chart & pie chart for analysis of Election Results.
5. Prepare a generic Bill of a Super Market.
6. Work on the following exercise on a Workbook:
 - a. Copy an existing Sheet
 - b. Rename the old Sheet
 - c. Insert a new Sheet into an existing Workbook
 - d. Delete the renamed Sheet.
7. Prepare an Attendance sheet of 10 students for any 6 subjects of your syllabus.
Calculate their total attendance, total percentage of attendance of each student & average of attendance.
8. Create a worksheet on Students list of any 4 faculties and perform following database functions on it.
 - a. Sort data by Name
 - b. Filter data by Class
 - c. Subtotal of no. of students by Class.

Rejesh Bandyopadhyay
Ambar
Sanwani
Arif
Geog (Dr. Umed Singh)
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Chubey
Daxel
Ambar
Swagat

MS Power Point

1. Design a presentation of your institute using auto content wizard, design template and blank presentation.
2. Design a presentation illustrating insertion of pictures, word Art and clipart.
3. Design a presentation learn how to save it in different format, copying and opening an existing presentation.
4. Design a presentation illustrating insertion of movie, animation and sound.
5. Illustrate use of custom animation and slide transition (using different effects).
6. Design a presentation using charts and tables of the marks obtained in class.
7. Illustrate use of macro in text formatting in your presentation.

PageMaker

1. Create a Greeting Card for New Year.
2. Create a Visiting Card.
3. Create your Resume.
4. Create an advertisement for job in well-known firm.
5. Create a Newspaper Report.
6. Create a document by importing Graphic Image from Clip Art.
7. Create a Wedding Card.
8. Type a document using Story Editor.
9. Input a text from Word Document into a PageMaker document.
10. Create a document on Importance of Text Wrap, applying proper font size,

Pragya Bindu

Sumit

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B.A/B.Com/B.Sc. (Computer Application) Second Year

First Paper

Paper Code - CA-201
Paper Name - Internet and E-Commerce

Maximum Marks: 40

Course Objectives:

1. To review the basic concepts and functional knowledge in the field of computer application.
2. To expose the students to computer application in the field of Business.

Unit I

Internet: Evolution, Concepts, Growth of Internet, ISP, ISP in India, Types of connectivity, Dial-up, leased line, DSL, Broadband, RF, VSAT etc., Methods of sharing of Internet connection, Use of proxy server.

Internet Services: USENET, GOPHER, WAIS, ARCHIE and VERONICA, IRC, Concept of Search Engines, Search engines types, searching the Web, Web Servers, TCP/IP and other main protocols used on the Web.

E-Mail: Concepts of e-mailing, POP and WEB Based E-mail, merits, address, Basics of Sending & Receiving, E-mail Protocols, Mailing List, Free E-mail services, e-mail servers and e-mail client programs.

Unit II

Introduction to E-Commerce: Emergence of the Internet, Commercial use of the Internet, Emergence of World Wide Web, Advantages and Disadvantages of E-Commerce, Transition to E-Commerce in India, E-Commerce opportunities for Industries.

Unit III

Models: Business Models for E-commerce, Models based on Relationship of Transaction parties: B2C, B2B, C2C, C2B; Models based on the Relationship of Transaction types, Brokerage Model, Aggregator Model, Infomediary Model, Community Model, Value Chain Model, Manufacturer Model, Advertising Model, Subscription Model, Affiliate Model.

Unit IV

E-Marketing versus Traditional Marketing: Identifying Web Presence Goals, Browsing Behavior Model, Online Marketing, E-advertising, Internet Marketing Trends, E-branding and E-Marketing strategies.

Unit V

E-Security: Information system security, security on the internet, E-business risk management issues, information security environment in India.

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Rajendra
Aad

Ambar
Ady

Leela
(Dr. Umesh Singh)
Huma

Umbar
Daxal

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Ganga

E-Payment Systems: Digital payment requirements, Digital Token based e-paymentsystems, properties of Electronic cash, risk and e-payment systems and designing e-payment systems.

Secure Business, Web store, Online Payment, Internet Banking. Security- E-commerce security issues, Cryptography, Digital Signature & Authentication protocol, Digital Certificates. Online Security, Secure Electronic Transaction (SET) .

Text Books and reference books:

1. Internet for Everyone by AlexinLeon and Mathews Leon
2. Doing Business on the Internet: E-Commerce by S. Jaiswal
3. E-Business and E-commerce Management, 3rd Edition by Pearson Education
4. E-Commerce: An Indian Perspective, 2nd Edition by P.T. Joseph
5. Introduction to E-Commerce by Zheng Qin
6. E-commerce Development: Business to Business by WP Publishers
7. Frontiers of Electronic Commerce by R. Kalakota
8. E-business: Roadmap for success by R. Kalakota
9. Electronic Commerce by Gary P. Schneider
10. The E-Business Revolution by Daniel Amor

Instruction to Paper Setter:

Question Paper should be framed in both English and Hindi version.

Regisrtrars
Dr. S. K. Singh

Dr. S. K. Singh

Dr. S. K. Singh
(Dr. S. K. Singh)

Dr. S. K. Singh

Dr. S. K. Singh

Dr. S. K. Singh

Dr. S. K. Singh

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B.A/B.Com/B.Sc. (Computer Application) Second Year

Second Paper

Paper Code - CA-202
Paper Name - Relational Database Management System

Maximum Marks: 40

Course Objectives:

1. To review the basic concepts and functional knowledge in the field of computer application
2. To expose the students to computer application in the field of Business.

Unit I

Evolution of Database technology, File-Oriented System, Database System, Client Server Platforms. Database System in the Organization: Databases and Data sharing, Strategic database planning, Management control, Risks and cost of database, Logical and Physical data representation.

Unit II

Database Development Life Cycle (DDLC), Principles of Conceptual Database Design, Objects, Specialization, Generalization, Relationship, Cardinality, Attributes. Relational data model: Fundamental Concepts, Normalization process (1NF, 2NF, 3NF, BCNF, 4NF), Transforming Conceptual Model to a Relational Model.

Unit III

Relational Algebra, Relational implementation with SQL, Introduction, Data Definition language (DDL), Data Manipulation Language (DML), Data Control Language (DCL), Transaction Control Language (TCL), Schema and table definition, SQL functions: Mathematical functions, Group functions, View definition: Introduction, Command to create a VIEW.

Unit IV

Physical, storage media, Disk performance factors Data storage format file organization and addressing methods implementing, Managing the Data base environment - Database administration and control, DBA functions, goals, integrity, security and recovery.

Unit V

Introduction to SQL: Components of SQL, DDL, DML, Query Language, DCL, TCL, SCL etc. Invoking sql*plus. The oracle data types two dimensional matrix creation. Insertion,

Rejisha Bandhy
Amritha
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Leong
(Dr. Umesh Singh)

Aade

(M. Housley)

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Amritha

update, deletion operations, the many faces of SELECT command, creating tables using query, inserting data using query, modifying the structure of tables, renaming tables, dropping tables, dropping columns, logical operators, range searching, pattern matching, use of Alias, Oracle Functions. Accessing data from multiple tables. Set operations: Union, Intersect, Minus. Data Constraints: I/O constraints, Business Rule constraints. Grouping data from tables. Joins: Equi-join, Self-join, Sub-Queries. Views, Sequences, Synonyms, use of savepoint, ROLLBACK & COMMIT commands, creating user accounts, granting permission, revoking permission.

Text Books and Reference Books:

1. Database Management & Design by G. W. Hansen & J. V. Hansen
2. Database System Concepts by Silberschatz, Korth & Sudarshan
3. SQL, PL/SQL: The Programming Language of Oracle by Ivan Byrross
4. Introduction to Database Systems by C. J. Date
5. Oracle: The Complete Reference by Oracle Press
6. SQL/PL-SQL by P. S. Deshpande

Instruction to Paper Setter:

Question Paper should be framed in both English and Hindi version.

Rajesh Bandyopadhyay

Samant

(Dr. Unish Singh)

Choubey

Agar

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B.A/B.Com/B.Sc. (Computer Application) Second Year

Suggested list of exercises for practical

Maximum Marks: 50

Internet and E-Commerce

1. To set and change computer name.
2. To set and change work group name.
3. To include web-site in your favorite.
4. To un-hide pop-up block.
5. To show default workgroup name.
6. To set default workgroup name.
7. To set default gateways.
8. To identify IP address.
9. To set URL as home page.
10. To set IP address and subnet mask.
11. To view network connection.
12. To change font size of web content.
13. To view the coding of web page.
14. To enable/disable firewall.
15. To turn on and turn off automatic updates.
16. To create e-mail account.
17. To send e-mail.
18. To add name in address book.

SQL

1. Create table for student information like name, age, add, phone, class, college, etc.
Using
2. Create table command.

*Dr. Anshu
Rajendra
Choudhary*

*Dr. Anshu
Rajendra*

*Dr. Anshu
Rajendra
(Dr. Anshu Rajendra)*

*Dr. Anshu
Rajendra*

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*Dr. Anshu
Rajendra*

3. Insert data into tables using both types of insert commands.
4. Add another column into database using modify command.
5. Select particular type of data using select command using like, functions etc.
6. Create another table from old table.
7. Run commands like DROP table, ROLLBACK, EDIT, DESC, /, etc.
8. Apply nested queries by joining two tables & select particular data item from both tables.
9. Arrange columns data items in ascending or descending order.
10. Create view & Indexes on table.
11. Join tables using join Command.
12. Create client table with following fields-cid, cname, cadd, city, state and insert 10 records
13. Create customer table with following fields-cust_id, cust_name, cust_add, city, state and insert 10 records and apply the following constraints *NOT NULL, *Primary Key, *Check Constraint, *Unique
14. Select two fields from the table using following clauses *Order by, *Distinct.
15. Select fields from the table and apply oracle functions like *AVG(), *MAX(), *MIN(), *COUNT(), *ABS(), *POWER(), *ROUND()
16. Apply the WHERE clause on Client(cid, cname, salary, cadd, city, state) table with 1.SELECT 2. DELETE 3. To insert data into some other table.
17. Create a table and apply ALTER TABLE command on the table.
18. Retrieve client information like cust_id, cust_name, city for customers where field city= Delhi or Baroda.
19. Create tables and relate them by using foreign key and reference table.

Rajesh Bhandari

Banwani

Deep (Dr. Umesh Singh)

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B.A/B.Com/B.Sc. (Computer Application) Third Year

First Paper

Paper Code - CA-301
Paper Name - Web Designing

Maximum Marks: 40

Course Objectives:

1. To review the basic concepts and functional knowledge in the field of computer application
2. To expose the students to computer application in the field of Business.

Unit I

Web page overview, Elements of a web page. Types of Sites, personal sites, small business sites, large business sites, online business sites, Educational institution sites, Government sites, Blogs, twitter, Matching format to audience, creating guidelines, creating a site structure, writing for the web, download time, methods for creating pages, publishing a site, Addressing a web site, Absolute & Relative addresses, URL. Static and dynamic websites.

Unit II

Head content, adding a title, Body content, Paragraph breaks, Line breaks, Horizontal lines, Fonts and text size, Text color, Headings, Aligning text, Lists, Background color.

Unit III

About HTML editors, Net beans, Dream Viewer, the editing environment, effective page design, Uniform style, finding design ideas, Heading, Lists, using white space, splitting the text, colors and background, creating pages with Save As.

Unit IV

Frames and tables, animation effects, creating forms, Images, Image formats for the web, obtaining images, image size, editing images, thumbnails, images and text, rollover images, Navigation, types of hyperlinks, navigation bars, linking to external sites, email links, creating image maps, image maps in action, site maps, three-click navigation, site linkage.

Unit V

CSS: creating and editing cascading style sheets, adding sound - types of sound files, linking to sound files, embedding sound files, Video, Analog video, Digital video, webcams, animation, downloading animations, flash Publishing, testing, transferring to the web, registering a site, marketing a site, maintaining a site, Domain names, web hosting.

Prakash Chandra

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Banwani

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Arjun

Geog
(Dr. Umesh Singh)

Chunber

Devendra

Shruti

Text Books and Reference Books :

1. HTML, DHTML, JavaScript, Perl CGI by Ivan Byross
2. The Complete reference HTML by Thomas Powell
3. World Wide Web Design with HTML by C Xavier
4. Easy Web Design by Mary Millhollon
5. Creating Web Pages by Nick Vandome
6. HTML in Easy Steps by Mike McGrath
7. Faster Smarter Web Page Creation by Mary Millhollon
8. Mastering HTML, CSS & Javascript Web Publishing by Laura Lemay
9. Web Designing by HirdeshBhardwaj

Instruction to Paper Setter:

Question Paper should be framed in both English and Hindi version.

Rajesh Bhardwaj

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(Dr. Umesh Singh)

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B.A/B.Com/B.Sc. (Computer Application) Third Year

Second Paper

Paper Code - CA-302
Paper Name - Digital Marketing

Maximum Marks: 40

Course Objectives:

1. To review the basic concepts and functional knowledge in the field of computer application
2. To expose the students to computer application in the field of Business.

Unit I

Digital marketing, Understanding the Marketing Process, Increasing Visibility, Types of visibility, Examples of visibility, Visitor Engagement, Bringing Targeted Traffic, Inbound, Outbound, Understanding Conversion Process, Retention, Types of Retention, Performance Evaluation, Tools Needed.

Unit II

Understanding Internet, Difference between Internet & Web, understanding websites and domain names, extensions, Web server & web hosting, different types of web servers, Planning and conceptualizing a website, building website using CMS in Class.

Unit III

Understanding Google Analytics, set up Analytics account, add Analytics code in a website, understanding goals and conversions, setup goals, understanding bounce rate, Difference between bounce rate and exit rate, reduce bounce rate, Monitoring traffic sources.

Unit IV

Marketing on Social networking websites, viral marketing and its importance, Facebook Marketing, Twitter Marketing, LinkedIn Marketing, Google plus Marketing, Video Marketing, Pinterest Marketing.

Unit V

Introduction to SEO and its importance, Google AdWords overview, Understanding AdWords Algorithm, creating search campaigns, Creating Ads, Tracking performance/conversion, Optimizing Search Campaigns, Creating Display Campaign.

Dr. Umesh Singh
Rajendra Singh
A. H. D.
Alim Khan
Samman
Arif
Deepak
(Dr. Umesh Singh)
Suman
Daxel
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Shreyas

Text Books and Reference Books:

1. The art of SEO by Eric Enge
2. Marketing in the Age of Google: Your Online Strategy is Your Business Strategy by Vanessa Fox
3. Digital Marketing by VinayakPatukale
4. SEO Made Simple: Strategies for Dominating the World's Largest Search Engine by Michael H. Fleischner
5. Optimize: How to Attract and Engage More Customers by Integrating SEO, Social Media and Content Marketing by Lee Odden
6. Hospitality E-marketing by RavindraVerma

Instruction to Paper Setter:

Question Paper should be framed in both English and Hindi version.

Rajendra Pandey

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May

Veegh
(Dr. Umesh Singh)

(N. K. Choudhary)

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B.A/B.Com/B.Sc. (Computer Application) Third Year

Suggested list of exercises for practical

Maximum Marks: 50

Note: The final Year Practical for Computer Application will consist of two parts

- a. Part A : 20 marks
- b. Part B : 30 marks

PART A

For B.Com.students Part A will comprise of training on Accounting Software Tally latest version

For B.Sc. and B.A. students Part A will comprise of training on Statistical Analysis Software SPSS / *Freeware software for statistical analysis*

PART B

Web Designing

1. Create a time table of your class.
2. Create a mark list of University examination.
3. Create a website for an automobile Company (add images and sounds) AN FMCG Company
4. Create a dynamic website for an educational institution
5. Create a website of computer products (add proper animation)
6. Create an online application form for admission process.
7. Create a website for online marketing.
8. Create a web page with information on the following topics:
 - Your Name
 - Address
 - Date of Birth
 - Hobbies
 - Favorite pastime
 - Ideals
 - Favorite Music
 - Favorite Films
9. Create an HTML document with the paragraph using <P><H1>, for the first word of every sentence.
10. Create an HTML document to describe Unordered and Ordered list and their features.
11. Create a Web page for the following:

WELCOME TO ABC UNIVERSITY STUDENTS DETAILS

@university *Samman* *10088* *Arde* *17*
Chubey *Huma* *Arj* *Boxer*
Rejoice Landy

