ABOUT UNIVERSITY

Dr. C.V. Raman University was established on 3 November, 2006, in the district of Bilaspur, Chhattisgarh by the "All India Society for Electronics and Computer Technology" (AISECT), the Sponsoring Body. The University was named after the first Nobel Laureate of the country in the field of science – Dr. C.V. Raman, an Indian physicist efforts influenced in the growth of science in our country. The University's principle goal is to evolve a new cadre of highly skilled technical professionals with deep academic insights and a strong sense of Indian 'Values and ethics', commemorating our forefathers who helped shape this nation.

The Sponsoring Body of the University-All India Society for Electronics and Computer Technology (AISECT) is an ISO 9001:2008 certified organization, established in 1985 and is today's one of The India's most reputed and trusted Education Groups which houses private Universities, Engineering Colleges, Professional Institutions & Education Centres across the country. Till date, AISECT has transformed the lives of over 19 lakh students and has uplifted the lives of millions of people in the community. AISECT has been lauded for its exceptional work and has won awards from the World Bank, NASSCOM, TiE, Government of India, Government of Madhya Pradesh and several others on account of its commitment to high quality education over the last 28 years. AISECT is also a partner institution with Gol, GoMP and GoCG in their Common Service Centre Program and several other projects of state and national concern.

MAIN OBJECTIVES

- Provide quality higher education and make provisions for research
- Create higher levels of intellectual abilities among our students
- Establish state-of-the-art facilities for education, training and examination, including online training
- Carry out teaching, research and offer comprehensive learning for a bright professional career
- Create centers of excellence for R&D to promote an environment of innovation and research
- Provide consultancy to public organizations and the Industry
- Award and maintain the standard of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC, AICTE, BCI, MCI and other regulatory bodies.

Recognitions

- The University is recognized under Section 2(f) of the UGC Act.
- Other recognitions include AICTE, NCTE, BCI and DEB

- It is the first University in the state of Chhattisgarh to be awarded an ISO: 9001-2008 Certification.
- Membership of the Association of Indian Universities (AIU)
- NAAC B+

THE FACULTIES OF STUDIES

The University has wide range of faculties which offers the traditional as well as the new era job oriented courses. The main emphasis is on providing a wide choice of courses at different levels. The following faculties currently are in operation in the University:

- Faculty of Arts
- Faculty of Commerce
- Faculty of Management
- Faculty of Science
- Faculty of Engineering
- Faculty of Information Technology
- Faculty of Education
- Faculty of Law

ABOUT INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE), CVRU

Education determines the quality of our life to a great measure, especially professional life. However, for many, in some circumstances, the path to education is ridden with many obstacles, including location, geographical inflexibility and lack of time. Fortunately, distance education is changing that scenario by providing an effective alternative platform to learn new skills and acquire a degree, such as distance education MBA, without having to attend traditional classes.

We, a UGC/DEB approved distance university (1 may 2009), offer various undergraduate and post-graduate degrees, along with a number of diplomas, which have benefitted many distance learners.

Our distance learning programmes are the shining light that many have been looking for; they unite conventional teaching approaches, including course materials in the form of books, and modern teaching methodologies, which include online access to the course. Our unique approach has made us the centre of distance education in Chhattisgarh, helping scores of professionals to obtain a degree and fly high in their careers.

With our distance learning programmes, we are bringing people into the fold of skilled workforce, which has changed the life of many.

What makes us a distinguished Chhattisgarh distance education university?

- Reaching various far-flung regions of the state through information technology
- Providing professional education, need- and knowledge-based
- Setting new national standards in distance education

IMPORTANT ACHIEVEMENTS

- AN ISO 9001: 2008 Certified University

- World Education Award

- Largest Network for Learning Support System.

- Declaration of Term end result Time to Time.

- Best in Skill Development Award 2015

- Best University in Open Distance and online Award 2017

ACADEMIC PROGRAMMES OFFERED BY THE UNIVERSITY IN OPEN AND DISTANCE LEARNING MODE

The University offers through the Institute of Open and Distance Education (IODE) both short term and long term programmes leading to Certificates, Diploma and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes in the job market. They are launched with a view to fulfil the learner's need for skill and employability.

- Certification,

- Improvement of skills,

- Acquisition of professional qualifications,

- Continuing education and professional development at work place,

- Self-enrichment,

- Diversification and updation of knowledge, and

- Empowerment.

PROMINENT FEATURES OF THE OPEN AND DISTANCE EDUCATION AT CVRU

The open and distance education at the Dr. C. V. Raman University has certain unique features such as

- Individual study - flexible in terms of place, pace and duration of study.

- Use of latest information and communication technologies.

- Modular approach to programmes.

- Cost-effective programmes.

- Socially and academically relevant programmes based on students need

- Convergence of open and conventional education systems.

- Take higher-education to the unreached sections of the society through the use of information technology.

- Provide need and knowledge-based professional education.

- Set the national standards for Distance Education.

PROGRAMME DELIVERY MODE

The methodology of instruction in the distance learning mode in the university is different from that of the conventional regular programs. The system adopted for this more learner oriented and the learner is an active participant in the pedagogical process. Most of the instructions are imparted through distance education methodology and face to face mode as per requirement. The programme delivery methodology used in the distance learning mode follows a multimedia approach for instructions, which compromises:

- **Self Instructional Written Material:** The printed study material (written in self instructional style) for both theory and practical components of the programs is supplied to the learners in batches for every course.

- **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced/adopted by the University for Better Clarification and enhancement for understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the leaner support centre during specific sessions which are duly notified for the benefit of the learners.

- **Counseling Sessions:** Normally counseling sessions are held as per schedule drawn by the IODE DR. C. V. RAMAN UNIVERSITY. These are mostly held outside the regular working hours of the learner support centre.

- **Teleconferences:** Live teleconferencing sessions are conducted via Internet/ satellite through interactive Video Conferencing facility (available at some places) from the University studios, the schedule of which is made available at the learner support centre.

- **Industrial Training/Practical/Project work:** Some programmes have industrial training/practical/ project component also. Practical are held at designated institutions for which schedule is provided by the learner support centre. Attendance at practical is compulsory. For Project Work, comprehensive project guide, in the form of booklet, is provided to the student along with the study material.

- The printed study materials will be dispatched periodically to the enrolled students for each paper of study. These materials will be as guide for the students for effective learning. The assignment for internal assessment shall also be dispatched along with the study material. Online modules are also available for some courses. These are in progress and as and when available, these will be available on the website of the students for registered candidates.

- The counseling sessions will be of 30 days duration for a course in a year. The actual schedule and place of contact program shall be announced and communicated to students in – time.

EVALUTION SYSTEM

The system of evaluation in open and distance learning system has a multi-tier system of evaluation.

1. Self-assessment exercise within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor-marked practical assignments and seminar/workshop/extended.
3. The term-end examinations.
4. Project work.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the learner support centre established by IODE Dr. C. V. Raman University. A learner should keep duplicate copies of assignments responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination will be conducted at various examination centre approved by institute of open and distance education Dr. C. V. Raman university spread all over the Chhattisgarh. The weightage for Term End Examination will be 70% and weightage for Internal Assessment will be 30 % for this programme.

TERM-END EXAMINATION AND PAYMENT OF EXAMINATION FEE

The University conducts Term-end Examination in semester system and held in the month of Nov/Dec and May/June every year. Students will be permitted to appear in term-end examination subject to the conditions that:

1. Registration for the courses, in which they appeared is valid,
2. Minimum Time to pursue these courses is elapsed.
3. Submission of required number of assignment in respective courses by the due date.

Students can also submit on-line examination form as per guidelines through website at www.cvru.ac.in. Examination fee is required to be paid online payment gateway as per the fee table.

Please do all correspondence regarding the course admission and other detail at the following address:

The Director

Institute of Open and Distance Education (IODE)

Dr. C. V. Raman University

Kargi Road, Kota, Bilaspur, Chhattisgarh

Phone: 07753253851, 8827920016, 8827920019

Email: cvrussd@gmail.com

LEARNER SUPPORT DESK:

Phone: 07753-253872, 07753-253873, 8359050061

Email: cvrussd@gmail.com

PROGRAMME GUIDE

DISTANCE EDUCATION PROGRAMMES

DIPLOMA IN COMPUTER APPLICATIONS (DCA)

- **Scheme of Examination**
- **Detailed Syllabus, List of Practical & Reference Book**
- **Counseling and Study Structure**
- **Study Modules & Books Information**
- **Date Schedule & Instructions for Submitting Assignments**
- **Guideline For Preparation of Project Report**

Dr. C. V. Raman University

INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)

KARGI ROAD, KOTA, BILASPUR, CHATTISGARH
PHONE : **07753-253851**, 8827920016, 8827920019 FAX : 07753-253728
E-mail: cvrussd@gmail.com, Website: www.cvru.ac.in

DIPLOMA IN COMPUTER APPLICATIONS (DCA)

Duration   :   12 Months   **Eligibility   :   12th Pass in Any Discipline**

Scheme of Examination

Course Code	Name of the Course	Credit	Total Marks	Theory		Practical/ Viva Marks		Assignments	
				Max	Min	Max	Min	Max	Min
FIRST SEMESTER									
1DCA1	Fundamentals of Computers & Information Technology	3	100	70	23	-	-	30	10
1DCA2	Operating Systems (DOS, Windows, Linux)	2	150	70	23	50	17	30	10
1DCA3	Computers in Office–I (MS Word & MS Excel)	4	150	70	23	50	17	30	10
1DCA4	Computers in Office–II (MS PowerPoint, MS Access & MS Outlook	4	150	70	23	50	17	30	10
1DCA5	Communication Skills & Personality Development	2	100	70	23	-	-	30	10
Total aggregate required to pass		**15**	**650**	**350**	**126**	**150**	**54**	**150**	**54**
SECOND SEMESTER									
2DCA1	Introduction to Internet & Web Technology	3	150	70	23	50	17	30	10
2DCA2	Introduction to Financial Accounting with Tally	3	150	70	23	50	17	30	10
2DCA3	Programming with Visual Basic.Net	3	150	70	23	50	17	30	10
2DCA4	Database handling with FoxPro	3	150	70	23	50	17	30	10
2DCA5	Project Report	5	100	-	-	70	23	30	10
Total aggregate required to pass		**17**	**700**	**280**	**101**	**270**	**97**	**150**	**54**

Evaluation Scheme

1. 33% in each theory, practical, project, dissertation & internal assessment but the total aggregate for passing is 36%.
2. Total project work carrying 100 marks has to be done under the guidance of a project supervisor. Viva -voce will be conducted in the presence of an external examiner. The distribution of 100 marks are as – Marks given by the external Examiner is out of 70 (50 on Report + 20 on Viva & Presentation), Marks given by the Internal examiner is out of 30 (20 on Project Report + 10 on Viva & Presentation).

Detailed Syllabus, List of Practical & Reference Book

Dr. C.V. RAMAN UNIVERSITY
Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- First Semester

PROGRAMME: - DIPLOMA IN COMPUTER APPLICATIONS   Theo. Max. M: 70 Min. M: 23
COURSE: - FUNDAMENTALS OF COMPUTERS   Assig. Max. M: 30 Min. M: 10
         & INFORMATION TECHNOLOGY
COURSE CODE: 1DCA1, CREDIT:-3

UNIT-I

Know the Computer -, Introduction, What does computer stand for?, Strengths of computers, Limitations of computers, Fundamental uses of computers, Development of computers, Types of Computers, Generations of Computers

Personal Computer - Introduction, Personal computer, Uses of personal computers, Components of personal computers, Evolution of PCs, Developments of processors, Architecture of Pentium IV, Configuration of PC

Input Devices - Introduction, Input Device, Typing Input Devices, Pointing Input Devices, Scanning Input Devices, Audio Visual Input Devices

Output Devices - Introduction, Output Devices, Soft Copy Vs Hard Copy Output, Monitor, Printers, Plotter, Electrostatic Technique, Special Purpose Output Equipments

Central Processing Unit - Introduction, What is Central Processing Unit, Arithmetic and Logic Unit, Control Unit, Registers, Instruction set, Processor Speed

UNIT-II

Storage Devices - Introduction, Storage and its needs, Brain Vs Memory, Storage Evaluation Units, Data Access Methods, Primary Storage, Secondary Storage, Hard Disk Operations, Floppy Disk Drives, Winchester Disk, Optical Disk, VCD, CD-R, CD-RW, DVD, Zip Drive, Flash Drives, Blue Ray Disk, Memory Card, Driving Naming Conventions In a PC

Basics of Software- Introduction, What Does Software Stand For? Needs of software, Types of software, Open Source Software, Integrated Development Environment

Operating System - Introduction, Operating System, Why an Operating System, Functions of Operating System, The Booting Process, Types of Reboot, Booting From Different Operating System, Types of Operating System, Some Prominent Operating Systems

Disk Operating System - Introduction, What is DOS?, Functions of DOS, Versions of DOS, DOS Commands , Important Internal Commands of DOS, Important External Commands of dos, Executable Vs Non-Executable Files In Dos

UNIT-III

Programming Languages - Introduction, Data, information And Knowledge, Characteristics of Information, Comparison between human language and , Computer Language, What is a program?, What is a Programming language?, Programming development cycle, Algorithm, Program Flowcharts, Pseudo code, Programming approaches, Programming Paradigms, Types of Programming Language, Third Generation Language, Fourth Generation Language

Computer Virus - Introduction, Virus, History, Mechanism of virus, How A Virus Spreads , How is virus named, A few Prominent Viruses, Types of Computer Virus, Related Concepts :, Anti Virus Programs, Norton Anti - Virus (NAV), Execution of Norton Anti-Virus

UNIT-IV

Communication and IT - Introduction, Computer Network, Communication Process, Communication Types, Transmission Media, Wireless Media, Communication Channels/Media, Modem, Characteristics of a Modem, Types of Modem

Networks - Introduction, Internet Vs Intranet, Types of Network, Topology, Types of Connectivity, Network Devices

Internet - Introduction, What is Internet actually ?, Growth of Internet, Owner of the Internet, Internet Service Provider, Anatomy of Internet, ARPANET and Internet history of the World Wide Web, Services Available on Internet (Internet Tools), Basic internet terminologies, net etiquette, Application of internet

UNIT-V

Management Information System - Introduction, Information System, Management Information System (MIS), Fields of Information System, Elements Of MIS, Objectives Of MIS, Characteristics of MIS, Impact Of MIS, Designing An MIS, Placement Of MIS, Views Of MIS, Pitfalls In Designing an MIS, Advantages of MIS, Disadvantages of MIS

Applications of Computers and Information Technology - Introduction, Business And Computer, E-Mail, E-Commerce, Project management, Computers in Personnel Administration, Accounting, Computers in Cost and Budget Control, Marketing, Manufacturing, Materials management, Banking, Insurance And Stock broking, Purchasing, Computers in warehousing

READINGS: SELF LEARNING MATERIAL

FURTHER READING:-

1. COMPUTER FUNDAMENTAL :- PRADEEP K SINHA
2. ESSENTIALS OF INFORMATION TECHNOLOGY :- A.MANSOOR
3. FUNDAMENTALS OF COMPUTERS :-V.RAJARAMAN
4. 4.COMPUTERS FUNDAMENTAL AND INFORMATION TECHNOLOGY:-RAMESH BANGIA

Dr. C.V. RAMAN UNIVERSITY
Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- **First Semester**

PROGRAMME: - DIPLOMA IN COMPUTER APPLICATIONS   Theo. Max. M: 70 Min. M: 23
COURSE: - OPERATING SYSTEM (DOS, Windows, Linux)   Assig. Max.M: 30 Min. M: 10

COURSE CODE: 1DCA2, CREDIT:-2   Practical Max.M:50 Min.M:17

UNIT-I

Fundaments of operating system - definition and need, Main Services of operating system, various types of operating system, (definition and characteristics), multitasking, multiprocessing, multiprogramming, real time, time sharing, parallel, network operating system, booting process, file system.

DISK OPERATING SYSTEMS (DOS) - Introduction, History & versions of DOS DOS basics-Physical structure of disk, drive name, FAT, file & directory structure and naming rules, booting process, DOS system files.

DOS commands: Internal - DIR, MD, CD, RD, COPY, DEL, REN, VOL, DATE, TIME, CLS, PATH, TYPE etc.

External Commands - CHKDSK, XCOPY, PRINT, DISKCOPY, DISKCOMP, DOSKEY, TREE, MOVE, LABEL, APPEND, FORMAT, SORT, FDISK, BACKUP, EDIT, MODE, ATTRIB, HELP, SYS etc

UNIT-II

WINDOWS - Introduction to Windows, its various versions and features. Hardware requirements for various versions of Windows. Working with Windows **(XP or Windows 7)** Windows concepts, Windows Structure, Desktop, Taskbar, Start Menu, Working with files and folders, create, copy, delete, renaming and moving files and folders, working with recycle bin- restoring deleted files, emptying the recycle bin, searching files and folders .My computer, formatting floppy disks, Using CDROM Disk and Dives.

UNIT-III

Using Windows Accessories programs- Calculator, Notepad, Paint, WordPad, Character map, Paint, Command line. Using Media Player, Sound Recorder, Volume Control.Taking Printout from programs, Printer Properties, Add fonts to Windows (Specially adding Hindi Fonts and using them). Setting up Regional and Language settings in Windows.

Advanced features of Windows -Managing Hardware & Software – Add or remove Hardware devices to/from computer, Add/remove programs, Using Scanner, Web camera, sharing of printers.

System Tools - Backup, Clipboard Viewer, Disk Defragmenter, Drive Space, Scandisk, System Information windows update.

UNIT-IV

Communication – Setting up Dial up Networking with Windows, Internet connection with Windows, Direct Cable Connection, Setting up TCP/IP properties, Hyper Terminal, Phone Dial ,Browsing the Web with internet explorer, communication through Outlook Express, Multiple Users Features of Windows. Creating and deleting user, changing user password etc. Accessibility Features of Windows.-Sharing Information between Programs, sharing folders and drives browsing the entire network, mapping windows shared drives, Using shared printers - Understanding OLE - Embed/Link Using Cut and Paste and Embed/Link Using Insert Object - Manage Embedded/Linked Object.

UNIT-V

LINUX - Linux introduction, Basic Features, Advantages, Features of Linux, Basic Architecture

of Unix/Linux system, Kernel, Shell, Linux File system, Linux standard directories. Partitioning

the Hard drive for Linux, Installing the Linux system, System, startup and shut-down process,

How Linux works, Linux GUI, Linux Desktop, Creating files in Linux.

Essential linux commands Understanding shells, Commands for files and directories cd, ls, cp, md, rm, mkdir, rmdir, pwd, file, more, less, creating and viewing files using cat, file comparisons – cmp & comm, View files, disk related commands, checking disk free spaces.

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. Silberschatz, Gagne & Galvin, "Operating System Concepts", John Wiley & Sons, Seventh Edition or Latest
2. A.S. Tanenbaum : Operating System : Design and Implementation, Prentice Hall of India.
3. Milankovic, Operating system, Tata Macgraw Hill, New Delhi.
4. Stalling, W., "Operating Systems", 2nd edition, Prentice Hall.
5. Deitel H. M., "Operating Systems, 2nd edition, Addison Wesley.
6. AL STEVANS "TEACH YOUR SELF DOS",BPB PUBLICATION
7. A. MANSOOR "windows XP Operating system", PRAGYA PUBLICATION
8. ANURAG SEETHA "LINUX OPERATING SYSTEM",PRAGYA PUBLICATION

LAB WORK:-

SR. NO	TOPICS
1	PRACTICE DOS COMMAND ACCORDING TO SYLLABUS
2	EXPLORING WINDOWS XP OR 7
3	EXPLORING LINUX OPEARATING SYSTEM

List of Practical's

1. Introduction of system software and application software.

2. Introduction to operating system and demonstration of different operating system.

3. Overall booting process of system.

4. Introduction to disk operating system (DOS) and its command.

5. Installation process of Operating system.

6. Installation of different devices and driver software to link with Operating System.

7. Implementation of basic services and facilities of Operating System.

8. Use of modern operating systems, hardware and software interface.

9. Introduction to deadlock and its avoidance and detection technique.

10. Input and Output communication and disk scheduling.

Dr. C.V. RAMAN UNIVERSITY
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SEMESTER- First Semester

PROGRAMME: - DIPLOMA IN COMPUTER APPLICATIONS   Theo. Max. M: 70 Min. M: 23
COURSE: - COMPUTER IN OFFICE-I (MS Word & MS Excel)   Assig. Max.M: 30 Min. M: 10
COURSE CODE: 1DCA3, CREDIT:-4   Practical Max. M:50 Min.M:17

UNIT-I

MS Word Basics: Introduction to MS Office; its components, Introduction to MSWord; Features & area of use. Working with MS Word.; Menus & Commands; Toolbars & Buttons; Shortcut Menus, Wizards & Templates; Creating a New Document; Saving document, Saving as different format, Different Page Views and layouts; Applying various Text Enhancements;

UNIT-II

Working with – Styles, Text Attributes; Paragraph and Page Formatting- Using page border and watermark, Text Editing using various features; Bullets, Numbering, Auto formatting, word count, various page view options, printing & various print options

UNIT-III

Advanced Features of MS-Word: Spell Check, Thesaurus, Find & Replace; Headers & Footers ; Inserting – Page Numbers, Pictures, Files, Auto texts, Symbols etc.; Working with section breaks and page breaks, Working with Columns, Tabs & Indents; Creation & Working with Tables including conversion to and from text; Margins & Space management in Document; Adding References – footnotes, endnotes, and Table of contents, Insert drawing, Mail Merge, Envelops & Mailing Labels, protect and secure documents in MS Word, Working in different languages in MS Word. Using Unicode in MS Word, Insert WordArt and other objects like shapes, clipart, charts and SamrtArts, symbol in Document. Using Macros in Word- Record, edit and run macros.

UNIT-IV

MS Excel: Introduction and area of use; Working with MS Excel.; concepts of Workbook & Worksheets; Using Wizards; Various Data Types; Using different features with Data, Cell and Texts; Inserting, Removing & Resizing of Columns & Rows; Working with Data & Ranges;

Different Views of Worksheets; Zooming, Column Freezing, Labels, Hiding, Splitting etc.; Using different features with Data and Text; Use of Formulas, Calculations using various type of functions-Logical, string, date & time, maths and other types;

UNIT-V

Cell Formatting including Borders & Shading; conditional formatting, sorting data items, working with Different Chart Types; Printing of Workbook & Worksheets with various options. Import and export excel sheets to/from various formats, add headers and footers, using macros in excel sheet- Record, edit and run macros.

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. ILLUMINATING MS-OFFICE XP-A.MANSOOR

2. MS-OFFICE XP FOR EVERY ONE-SANJAY SAXENA

LAB WORK:-

SR. NO	TOPICS
1	EXPLORING MS-WORD BASIC TOOLS AND FEATURE
2	FAMILIEAR WITH MS-WORD DIFFERENT COMMAND AND STYLE
3	PRACTICE MS-EXCEL DIFFERENT COMMAND AND FEATURES

List of Practical's

1. Creating, opening, closing, saving and editing a word Document.

2. Insertion of header and footer in the document and Use of word art, spell check.

3. Saving a word file as web page and Creation of a link between two files using Hyperlink.

4. E- mail-merge and providing protection of a document.

5. Creation of a letter/Application in different subjects.

6. Insertion of page border and watermark in a word document and work with page layout.

7. How to insert, close, update and save a worksheet?

8. Creation of records in excels for students marks of five subjects and calculation of their average percentage using formulas.

9. Operation of data sorting in a worksheet.

10. Use of mathematical functions, date function, time function and work on a formula of MS Excel to add two numbers.

Dr. C.V. RAMAN UNIVERSITY
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Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- First Semester

PROGRAMME: - DIPLOMA IN COMPUTER APPLICATIONS   **Theo. Max. M: 70 Min. M: 23**
COURSE: - COMPUTER IN OFFICE-II   **Assig. Max. M: 30 Min. M: 10**
(MS PowerPoint, MS Access & MS Outlook   **Practical Max.M:50 Min.M:17**
COURSE CODE: 1DCA4, CREDIT:-4

UNIT-I

MS PowerPoint: Introduction & area of use; Working with MS PowerPoint; Creating a New Presentation; Working with Presentation; Using Wizards; Slides & its different views; Inserting, Deleting and Copying of Slides; Working with Notes, Handouts, Columns & Lists; Adding Graphics, Sounds and Movies to a Slide; Working with PowerPoint Objects

UNIT-II

Insert WordArt and other objects like shapes, clipart, charts and SamrtArts, symbol in PowerPoint, Designing & Presentation of a Slide Show; Master slide, Adding custom animation and effects in your presentation, Add time to your slide, Slide Sorting, Printing Presentations, Notes, Handouts with print options, Package your presentation for CD.

UNIT-III

MS-Access – Getting Started, Adding and Changing Data, Simple Queries, Creating Append Queries, Creating QBE Queries, Multi-table QBE Queries, SQL Queries.

UNIT-IV

Outlook Express - introduction, WHAT IS outlook express?, Features of Outlook Express, starting outlook express, Concepts of CC and BCC, Email Address, Reading a received message , composing message, Replying And Forwarding Messages, Attaching files, Creating Signatute In Outlook Express, Formatting message text, What is MIME?, Applying stationery,

UNIT-V

Inserting a hyperlink or HTML page into a message, Flagging an e-mail or news message, Importing messages from other e-mail prograMS, What are newsgroups?, Adding a newsgroup account, Switching between e-mail and news reading, Identities (Multiple Users on A Single Computer), Adding a new identity, Managing Contacts With Outlook, creating addresses, Importing an address book from another program, Using keyboard shortcuts in Outlook Express

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. ILLUMINATING MS-OFFICE XP-A.MANSOOR

2. MS-OFFICE XP FOR EVERY ONE-SANJAY SAXENA

3.

LAB WORK:-

SR. NO	TOPICS
1	EXPLORING MS-POWER POINT SLIDE FEATURES
2	FAMILIEAR WITH MS-ACCESS DIFFERENT COMMAND AND STYLE
3	PRACTICE MS-OUTLOOK FEATURES

List of Practical's

1. Creation of new slide and duplicate slide in power point.

2. Steps of presentation and creation of presentation for the seminar in a topic.

3. Use of animation audio and clipart in power point presentation.

4. Changing backgrounds and adding slides in a presentation.

5. Insertion of charts and graphs in a slide.

6. Creation of a data base files in MS Access and adding templates on it.

7. Use of database tools in a record file of students marks and defines a primary key on it.

8. Steps of outlook to crate and send a mail and creating signature in outlook express.

9. Adding newsgroup in outlook.

10. Operation of importing and macro in outlook express

Dr. C.V. RAMAN UNIVERSITY
Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- **First Semester**

PROGRAMME: - DIPLOMA IN COMPUTER APPLICATIONS   **Theo. Max. M: 70 Min. M: 23**
COURSE: - COMMUNICATION SKILLS   **Assig. Max.M: 30 Min. M: 10**
         & PERSONALITY DEVELOPMENT
COURSE CODE: 1DCA5, CREDIT:-2

UNIT-I

English Language - Listening, Speech, Pronunciation, Reading, Spelling, Writing *Right*

Nouns : Countable and Uncountable, Pronouns : Personal, Relative and Others, Articles

The Parts of Speech, The Prepositions, Clauses : Coordinate, Subordinate, Relative Adverbs, Adjectives and Adjective Phrases, Verb

UNIT-II

The Model Auxiliaries, Adverb, Adverb Phrases Comparisons and Intensification, Linking Devices, Subject Verb Agreement, Tenses, Common Errors, Word Building, Vocabulary

Developing Ability of Question and Answer, Body Language and Its Use in Speaking, Group Discussions, Interview Skills

UNIT-III

Composition - Making a Technical Report, E-Mails and Text Messages Composing, Letter Writing, Paragraph Writing, E-mail Writing, Writing Resume, Writing a Cover Letter

Personality development: Soft Skills Development, Body Language, Behavioral and Symptomatic Soft Skills, Etiquette and Manners, Positive Thinking, Motivation, Goal setting, Team building, Self Confidence, Leadership Skills, Time Management

UNIT-IV

Introduction to Personality a) Basic of Personality b) Human growth and Behavior c) Theories in Personality d) Motivation

Communication skills and Personality Development a) Intra personal communication and Body Language b) Inter personal Communication and Relationships c) Leadership Skills d) Team Building and public speaking

17

UNIT-V

Techniques in Personality development I a) Self confidence b) Mnemonics c) Goal setting d) Time Management and effective planning Techniques in Personality Development II a) Stress Management b) Meditation and concentration techniques c) Self hypnotism d) Self acceptance and self growth

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. Effective Business Communication- Herta a murphy, herbert w Hildebrandt

Dr. C.V. RAMAN UNIVERSITY
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Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Second Semester

PROGRAMME: - DIPLOMA IN COMPUTER APPLICATIONS	**Theo. Max. M: 70 Min. M: 23**
COURSE: - INTERNATE & WEB TECHNOLOGY	**Assig. Max M: 30 Min. M: 10**
COURSE CODE: 2DCA1, CREDIT:-3	**Practical Max.M: 50 Min.M: 17**

UNIT-I

Introduction To Internet- introduction, what is internet actually ?, growth of internet , owner of the internet, internet service provider, anatomy of internet, Arpanet and internet history of the world wide web, services available on internet wais , basic internet terminologies, net etiquette, applications, commerce on the internet, governance on/through the internet, impact of internet on society

TCP/IP - Internet Technology And Protocols-introduction, switching technology , internet protocols, overview of TCP/IP reference model, introduction to TCP/IP, routers, internet addressing scheme

Internet Connectivity - connectivity types, level one connectivity, level two connectivity, level three connectivity, hardware requirements, modems, narrow-band/phone-line dialup modems, software requirements, modem configuration:, telephone line options, making a dial-up connection, protocol options, service options, news services, desktop alerts

UNIT-II

Internet Network- computer networks, applications of networks, common terminologies :, interoperability, network security, the need for security, common threats, security barriers in network pathways, network components :, communication media, network devices, types of network : client / server & peers, addressing in internet, domain name system (DNS), domain name and their organization, network topology, internet vs. intranet

Services Of Internet (Definition And Functions) - introduction, file transfer protocol, ftp related terminologies, ftp servers and authentication, public and private software services, ftp clients, types of ftp client software, displaying files , remote login, chat programs, connecting to a server, search engines

Electronic Mail - introduction, what is an e-mail?, email networks and servers, merits of e-mail, limitations, e-mail protocols, structure of an e-mail, e-mail address, Microsoft internet explorer and outlook express, applying stationary, web based emails, working with yahoo, starting the mail program , creating signature in outlook express, creating signature in yahoo, email encryption, why email encryption?, digital certificate

Current Trends On Internet -current trends of internet:, languages used on the internet, internet phones, internet video / internet tv, streaming video & audio, collaborative computing, e-commerce, technical and organizational aspects.

UNIT-III

Web Publishing- overview, SGML (standard generalized markup language), what is the need of a website? , types of web sites, components of web publishing, domain name planning and registration, choosing a web host and signing up for an account, web hosting, web design and development, testing your website, promotion of the site, registering your site with a search engine, publishing tools, html editor, image editor, program to transfer your files to a web server, uploading web pages using CuteFTP

World Wide Web- introduction , evolution of the www, basic features, mechanism of the world wide web, search and meta-search engines, searching the web, using Boolean operators in your searches, using advanced , using a Metasearch engine, site specific search tools, web protocols, hyper text transfer protocol (http), web server

UNIT-IV

Browsers , introduction, www web browsers, Mozilla Firefox browser, the opera browser, google chrome, what are bookmarks?, adding folders, favorites, deleting favorite folders and pages, history, progress indicator, customizing internet explorer, turning off graphics to display all web pages faster, customizing the toolbar, copying, saving and printing in internet explorer, printing an image from a web page, printing a web page, cookies, what is cache setting ?, internet explorer, the standard toolbar, internet explorer keyboard shortcuts

Hyper Text Markup Language Programming Basics - introduction, html editors, elements of html, definition lists , compact attribute, nested list, type attribute, html links, using alt attribute, background graphics, html document tables, creating tables within tables, html frames, html rules, introduction of multimedia, meaning of multimedia, what is multimedia ?, identifying multimedia elements, audio on the web, video on the web

Introduction To Interactivity Tools- overview, what is ASP?, functions of asp, the basic syntax rule , writing output to a browser, adding some html to the text, declaring a variable in asp, declaring an array in asp, what is VBScript?, java, features of java, starting with java, Javascript and java, syntax and conventions, FrontPage, introduction to flash, installation of flash MX, creating simple animation for the web, working with layers in flash, masking in flashmx, bouncing effect in flash, to create motion tween , flash ripple effect

UNIT-V

Internet Security Management Concepts, Information Privacy And Copyright Issues - overview , basic security concepts, security events, measures for check threats, firewalls , monitoring tools, security analysis tools, cryptography , information privacy, copyrights and the internet, copyright legislation in India, key points of copyright, encryption & decryption - cryptography, terminology

Firewalls - firewalls, firewall design principles, firewall attributes, firewall strengths and weaknesses, types of firewalls, comparison of firewall types, DMZ DNS server, VLAN

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. A complete Guide to internet and web programming- Deven N. Shah
2. Internate technology and webdesign- A.MANSOOR
3. web Enabled Application development using HTML,Java Script,DHTML,PHP - Ivan Bayross

LAB WORK:-

SR. NO	TOPICS
1	UNDERSTAND THE modem and telephone line
2	Get familiar with internet browser and search engine
3	Explore HTML and JAVA script,ASP

List of Practical's

1. Introduction internet and www.

2. Introduction to browser and surfing in internet.

3. Email and its overall operations.

4. Uploading and downloading files.

5. Introduction to HTTP and HTML.

6. BODY, TEXT, TAG and basics of HTML.

7. A program to display linked images in HTML.

8. Search engine and its utilization.

9. Introduction to web hosting.

10. Creation of web page.

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SEMESTER- Second Semester

PROGRAMME: - DIPLOMA IN COMPUTER APPLICATIONS	**Theo. Max. M: 70 Min. M: 23**
COURSE: - INTRODUCTION TO FINANCIAL	**Assig. Max. M: 30 Min. M: 10**
ACCOUNTING WITH TALLY	
COURSE CODE: 2DCA2, CREDIT:-3	**Practical Max.M:50 Min.M:17**

UNIT-I

Accounting, Meaning Of Accounting, Objectives Of Accounting, Important Terms, Accounting Equation, Rules Of Debit And Credit- Journal & Ledger, Journal, Ledger, Cash Book, Subsidiary Books, Financial Statement, Trading & P&L A/C, Balance-sheet, Inventory, Adjustment Entries, Bill Of Exchange

Installing Tally 9, Introduction, Tally 9.0 (Release 1.0), Major Enhancements In Tally 9, Minor Enhancements In Tally 9, Multilingual Business Accounting And Inventory Management Features, Performance And Implementation Features, Accounting And Inventory Control Features, Installing Tally 9.0, Application Directory, Data Directory, Configuration Directory, Language Directory, Activating Tally, Activating Tally Gold For Multi User, Registering Tally, Validating Tally, Tally Data Migration Tool, Uninstalling Tally 9

ABC of Company, Creation Of New Company Selection Of New Company Deletion Of Company Alteration Of Company Shut A Company

Company Features, Features Of Company Accounting Features Inventory Features, , Statutory Features

Tally Screen Components, Title Bar, Button Bar, Calculator, Working Are, Quitting, Gateway Of Tally, Current Status Area

UNIT-II

Configuration, General, Numeric Symbols, Accts/Inventory Info, Printing, Connectivity, Licensing, Shop, Quit.

Budget, Introduction, Budget, Creating Budget, Alter A Budget, Delete Budget, Display Budget/ Budget Variance, Scenarios

Job Costing, Introduction, Enabling Or Configure Job Costing In Tally, Master Creation For Job Costing, Voucher Type And Voucher Class, Job Cost Reports

UNIT-III

Reports, Introduction Accounting Reports, Trial Balance, Balance Sheet, Profit & Loss, Cash Flow Statement, Fund Flow Statement, Ratio Analysis, Day Book, Cash/Bank Book Sales Register Purchase Register Outstanding Interest Cost Centers Job Work Analysis Statistics Inventory Reports

Accounts Groups & Ledgers, Introduction Accounts Group Multiple Group Creation Display Group Alter Group Multiple Ledgers Display Ledger Alter Ledger Voucher Types

Payroll Accounting, Introduction, To Activate Payroll In Tally 9, Payroll Menu, Display Pay Heads, Multiple Group Creation, Employee Creation, Salary Detail, Attendance, Attendance Type, Voucher Creation

UNIT-IV

Export & Import, Introduction, Export, Import, ODBC Compliances. Cost Centre, Introduction Cost Centre, Creating Cost Centre, Display Cost Centre, Alter Cost Centre Cost Category, Create Cost Categories, , Display Cost Categories, Alter Cost Categories Voucher Entry Cost Centre Class, Creating Cost Centre, Invoice Entry Using Cost Centre Reports Related To Cost Centre

Foreign Currencies, Introduction Foreign Currency, Create Foreign Currency, Alter Foreign Currency, Display Foreign Currency, Exchange Rate Entry Voucher Entry Using Foreign Currency Voucher Entry through Forex Journal Voucher Class Reports Related To Foreign Currency

UNIT-V

Interest, Introduction, Interest, Simple Mode, Interest On Outstanding Balances, Reports On Interest Calculated On Outstanding Balances, Advanced Parameter Mode, Interest Calculation Transaction By Transaction/Voucher Interest At Fixed Rate, Voucher Interest At Variable Rate, Statement Of Interest Due On Invoice, Interest Reports, Interest Voucher Class

Printing, Introduction Cheque Printing, Multi Account Printing, Printing Options General, Purchase Printing, Sales Transaction, Receipt Voucher, Journal/Contra, Debit/Credit Note, Reminder Letter, Confirmation Statement Reports Printing Button Related

Bank Reconciliation, Introduction, Bank Reconciliation In Tally 9, Configuration Of Bank Reconciliation

Security Control, Introduction Security Levels Access Type

Backup & Restore, introduction, Group Company, Create a Group Company, Alter a Group Company, Tally Audit, Splitting Company Data

Inventory, Introduction Stock Group Stock Item Stock Categories Godowns Units Of Measures Rate Of Duty Inventory Vouchers Reorder Level Inventory Reports Inventory Info Inventory Books Statement Of Inventory Batch Wise Details Price List

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. Financial accounting with tally - Dr mukti jain

LAB WORK:-

SR. NO	TOPICS
1	Understand the basic of account .
2	Explore tally-7 various function and windows

List of Practical's

1. Write the steps for creating, altering, displaying and deleting a new company.
2. Write the steps for creating, altering, displaying and deleting a budget.
3. Explain all the screen component of tally.
4. Write the steps for creating, altering, displaying and deleting a ledger book.
5. Post any 10 entries in the ledger book of any company.
6. What does u mean by pay roll accounting?
7. Explain the entire sub menu's of pay roll accounting.
8. Write the steps of creating a cost centre.
9. Write the steps for creating, altering, displaying and deleting cost centre.
10. Explain A/C and balance sheet with their format.

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SEMESTER- Second Semester

PROGRAMME: - DIPLOMA IN COMPUTER APPLICATIONS   Theo. Max. M: 70 Min. M: 23
COURSE: - PROGRAMMING WITH VISUAL- BASIC.NET   Assig. Max. M: 30 Min. M: 10
COURSE CODE: 2DCA3, CREDIT:-3   Practical Max. M: 50 Min.M:17

UNIT-I

Introduction to .NET - Introduction, What is a Program?, What is Programming?, What do you mean by .NET Framework?, Features of .NET Framework, VB 6 VS VB.NET, VB.NET VS JAVA, VB.NET VS C#, What is .NET Architecture?, What is CLR?, What do you mean by Class Library?, Versions of .NET Framework, What are Assemblies?, Namespaces, CTS (Common Type System), Interfaces, What is special in VB.NET?

Visual Studio 2005 - Introduction, What is Visual Studio?, Flavors of Visual Studio, Visual Studio 2005, File Extensions Used in VB.Net, Using Visual Studio 2005, Feature of Visual Studio 2005, Output Window, Components Tray, References and the Reference Window, Quick View of Visual Studio 2005, Opening an existing project, Adding a Form to a Project

UNIT-II

The Visual Basic Language - Visual Basic Statements, Data Types in VB.NET, Declaring Variables, Declaration of Variables (Advanced), Data Type Conversion, String Functions, Formatting Data, Arithmetic Operators, Parentheses and Precedence, Operator Operation, Constants, Control Statements, Arrays in VB.NET, Specifying Optional Procedure Arguments, Passing a Variable Number of Arguments, Recursion, Using a Delegate

Working With The Controls - The Toolbox, Adding and deleting Tools in the Toolbox, creating a tab on the toolbox, Form Designer Basics, The Button, The ComboBox , The ListBox, The Checkbox, The PictureBox, The RadioButtons, The Scroll Bar, Timer, ListView, TreeView, Toolbar, Dialog Boxes, Menus in VB.NET, LinkLabel Control

UNIT-III

Designing Menus - Menus, Context menu, Event of the MenuItem, Creating menu items in Visual Studio .Net

Object Oriented Programming with VB.NET - OOPs?, What is an Object?, What are Classes?, Visual Basic .NET and Object-Oriented, Principles of Object-Oriented Programming, Classes

V/s Objects, Inheritance, Polymorphism and Overloading, Scope and Accessibility in Class Modules, Namespaces, Managed Execution, Assemblies, Assemblies in VB .NET

UNIT-IV

The .NET Framework Class Library - The .NET Framework Class Library, The System Namespace, Data Type Conversion Using Convert Class, The Array Class, The Math Class, The String Class, Other Namespaces, System.Collections, System.Data, System.IO

OLE/COM/Win32 API - Object Linking and Embedding, History of OLE/COM, Component Object Model (COM), COM interoperability in .NET, Win32 API in .NET, COM Interoperability in .NET, Installation and Registration of Assembly, Microsoft Office solutions with Visual Studio .NET, Automation of Office from Visual Studio .NET, Creating and opening Microsoft Word document from VB.NET

User Controls in VB.NET - Introduction, The Control Class, The Control Class' Properties, The Control Class' Methods, Creating the Control Project 1, The RoundButton Control, Creating the Control Project 2, Building the new Button

UNIT-V

A Brief Introduction to Database Access with VB .NET - Introduction, What is ADO?, What is ADO.NET?, The Connection Object, Connecting to a Database, The Command Object, The DataAdapter Object, The DataReader Object, The DataSet Object, Updating Your Database by Using DataSets, The AcceptChanges () Method, The RejectChanges () Method, The HasChanges () Method, The GetChanges () Method, Working with DataSets in Visual Studio, Moving Around in DataSet and Retrieving Data, Using Strongly Typed DataSets, DataSets With Multiple Tables, Finding and Sorting Data in DataSets, Filtering on Row State and Version, Data View Manager

Graphics In VB.NET - Introduction, Service of GDI+, Using GDI+ Manged Classes, BRUSH Class, Bitmap Class, Graphics Class, Simple Drawing, Drawing Text, An Example: Show All Fonts, Printing, Printing Multiple Pages, More on the PrintPageEventArgs Class, Using a Print Dialog Control, Rolling Your Own Printing Code, Print Preview

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. V.B. Net Programming - Hemant Bairagee

2. visual basic .NET - A.Mansoor

LAB WORK:-

SR. NO	TOPICS
1	Understand the basic concept of .net platform
2	Practicing the basic command and feature of vb.Net

List of Practical's

1. Write a program to show the use of any three controls in vb.net.
2. Write a program to show the use of timer.
3. Write a program to create a procedure to calculate factorial of a number with arguments.

4. Write a program to show the use of ListBox, ComboBox, Checkbox and radioButton.
5. Write a program to display a tree of Colors.
6. Write a program to Show use of ColorDialog and Font Dialog Control.
7. Write a program to create menu in vb.net.
8. Write a program to Print the document and PageSetup.
9. Write a program to Display a picture in Form.
10. Write a program to Show the use of Multiforms with student Registration Form.
11. Write a program to create context menu strip. Que12: Write a program to perform Polymorphism in Vb.Net.
12. Write a program to handle Constructor and Destructor in VB.net.
13. Write a program to Perform database connectivity with MS Access with the fields Name, EnrollNo, DOB, Class and Address.
14. Write a program to perform data binding with DataGrid Control.

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SEMESTER- Second Semester

PROGRAMME: - DIPLOMA IN COMPUTER APPLICATIONS	**Theo. Max. M: 70 Min. M: 23**
COURSE: - DATABASE HANDLING WITH FOXPRO	**Assig. Max. M: 30 Min. M: 10**
COURSE CODE: 2DCA4, CREDIT:-3	**Practical Max. M: 50 Min. M: 17**

UNIT-I

FOXPRO - THE RDBMS FOR PC

FoxPro - Versions, features, requirement of Hardware and Software, FoxPro - Menu System, Working with FoxPro, Creating Database File Some common operations on data- CREATE, LIST, APPEND, CLOSE, QUIT, FoxPro - Data Types

VIEWINING AND EDITING DATA

Data Displaying and Monitoring Commands - DISPLAY, LIST, LOCATE, EDIT, CHANGE, BROWSE, REPLACE, DELETE, RECALL, PACK (All Commands with various Options)

MODIFY STRUCTURE, MEMO FIELD AND FILE UTILITIES - File utilities in FoxPro - DISPLAY DIRECTORY, COPY, DELETE, RENAME.

UNIT-II

SORTING AND INDEXING OF DATABASE FILES

Sorting & Indexing Concept, Sort Commands - Single & Multiple Key, Advantage & Disadvantages of Sort

Indexing Vs Sorting, Single & Multiple Key, Indexing, FIND, SEEK, Rushmore Technology

PRINTING REPORTS AND LABELS

FoxPro Report - its creation, features & Utilities, Preview, Printing, Custom Report, grouping & Subgrouping.

FoxPro Label - Designing & Printing

UNIT-III

MEMORY VARIABLES, DATE & TIME FUNCTIONS AND KEYBOARD MACROS

Memory Variables - Creation and Uses, Simple Vs Array, Saving and Restoring Memory Variables, ?/??/??? Commands, Time & Date Functions and Commands, Date Arithmetic, Converting Defining Function Keys, Keyboard Macros - Creating and Using

MATHEMATICAL COMMANDS AND FUNCTIONS

Arithmetic Operations, Mathematical Functions, Mathematical, Commands, Statistical Functions.

UNIT-IV

PROGRAMMING WITH FOXPRO

Concepts of FoxPro commands file, Modify Commands, Conditioning , Branching and Looping within Program files with Do-While Enddo, If - Endif, Scan-Endscan, For - Endfor, Docase-Endcase, Text - Endtext, Executing Commands from other command files, Macro Substitution

ERROR CONDITIONS AND PROGRAM DEBUGGING AIDS

Common Error Massages, Debugging techniques and commands

UNIT-V

MULTIPLE DATA FILES

Concept of Multiple Database Files - Using multiple database files, Relationing the database - SET RELATION, UPDATE, APPEND FROM, COPY TO, JOIN, Relation Query by Example and SQL, CUSTOM SCREENS & USER DEFINE FUNCTIONS & OTHER TOOLS, Create Custom Screen with @, @_GET, @_EDIT, _SAY_GET_READ, Creating Box & Lines, User Define Functions, Custom Screen, Designing and their Use, FoxDoc for documentation.

READINGS: SELF LEARNING MATERIAL.

ADDITIONAL READINGS:

1. Visual FoxPro: Made simple Foxpro Unleashed:- R.K. Taxali

2. Fox Pro for Windows: - Gaurav Sharma, Mansoor aalam

LAB WORK:-

SR. NO	TOPICS
1	Get familiar with Fox pro windows and features
2	Run the basic command of Fox Pro according to syllabus

List of Practical's

1. Creation of a database Student having 10 records of following fields:
   Name, Roll no., Marks, Address, and mobile no.
2. Perform following operations on Student database:

   a. List the record

   b. Add new field City

   c. Display last record of database

   d. Edit record no 4

3. Creation of single index and compound index file on Student record.

4. Creation of macro and assign Alt+B for Dr. C. V. Raman University Bilaspur
5. Implementation of SET command.

6. A program to print the table of 5.

7. A program to print number from 1 to 20.

8. Joining of two databases.

9. Creation of report and label of student database.

10. Creation of push button and straight line.

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SEMESTER- Second Semester

PROGRAMME: - DIPLOMA IN COMPUTER APPLICATIONS

COURSE: - PROJECT REPORT   **Assig. Max. M: 30 Min. M: 10**

COURSE CODE: 2DCA5, CREDIT:-5   **Practical Max. M: 70 Min.M:30**

PROJECT COMPLETION INSTRUCTIONS

Document to be attached :

1. project completion certificate
2. self declaration certificate
3. certificate of approval
4. forwarding letter by faculty coordinator
5. acknowledgement

Important note:

1. All the document should be seal and signed by the related organization and person(e.g:- project completion certificate is signed by the organization owner)

2. Along with project file a well prepared power point presentation of concerning project work should be prepared for presentation purpose.

3. The project report document and power point presentation is submitted in soft copy in compact disk.

4. There will be three hard copy of project report is submitted in department.

COUNSELING AND STUDY STRUCTURE

Sl. No.	Course Code	Title of the Course	Credit	Total Hours of Study	Counselling and Study Structure (hours)				Project
					Face to Face Counselling	Self study	Practical	Assignments	
Semester I									
1	1DCA1	Fundamentals of Computers & Information Technology	3	90	12	51	-	27	-
2	1DCA2	Operating Systems (DOS, Windows, Linux)	2	60	8	22	12	18	-
3	1DCA3	Computers in Office–I (MS Word & MS Excel)	4	120	16	44	24	36	-
4	1DCA4	Computers in Office–II (MS PowerPoint, MS Access & MS Outlook	4	120	16	44	24	36	-
5	1DCA5	Communication Skills & Personality Development	2	60	8	22	12	18	-
Semester II									
6	2DCA1	Introduction to Internet & Web Technology	3	90	12	33	18	27	-
7	2DCA2	Introduction to Financial Accounting with Tally	3	90	12	33	18	27	-
8	2DCA3	Programing with Visual Basic.Net	3	90	12	33	18	27	-
9	2DCA4	B. Database handling with Foxpro	3	90	12	51	-	27	-
10	2DCA5	Project Report	5	150	-	-	-	-	150

STUDY MODULES AND BOOKS INFORMATION

Course Code	Name of the Course	Books / Module to be used
Semester-I		
1DCA1	Fundamentals of Computers & Information Technology	Module Prepared by CVRU
1DCA2	Operating Systems (DOS, Windows, Linux)	Module Prepared by CVRU
1DCA3	Computers in Office–I (MS Word & MS Excel)	Module Prepared by CVRU
1DCA4	Computers in Office–II (MS PowerPoint, MS Access & MS Outlook	Module Prepared by CVRU
1DCA5	Communication Skills & Personality Development	Module Prepared by CVRU
Semester-II		
2DCA1	Introduction to Internet & Web Technology	Module Prepared by CVRU
2DCA2	Introduction to Financial Accounting with Tally	Module Prepared by CVRU
2DCA3	Programming with Visual Basic.Net	Module Prepared by CVRU
2DCA4	B. Database handling with FoxPro	Module Prepared by CVRU
2DCA5	Project Report	Module Prepared by CVRU

DATE SCHEDULE & INSTRUCTIONS FOR SUBMITTING ASSIGNMENTS

DUE DATE OF SUBMISSION OF ALL ASSIGNMENTS AT THE IODE, CVRU/ STUDY CENTRE		
Semester	**Assignment No.**	**Due Date**
First Semester	1DCA1 1DCA2 1DCA3 1DCA4 1DCA5	• April 30 (for January Session) • October 31 (for July session)
Second Semester	2DCA1 2DCA2 2DCA3 2DCA4	• October 31 (for July Session) • April 30 (for January session)

INSTRUCTIONS TO STUDENTS FOR FORMATTING THE ASSIGNMENTS
सत्रीय कार्य हेतु छात्रों के लिये निर्देश

1. This booklet contains the assignments for the entire (All Semester) programme. Each course has one assignment. All assignments should be completed and submitted at IODE CVRU/ study centre before the due date.
इस पुस्तिका में पूरे पाठ्यक्रम के लिये (सभी सेमेस्टर) के सत्रीय कार्य दिये गये हैं। प्रत्येक पाठ्यक्रम के लिये एक सत्रीय कार्य दिया गया है जिसे पूर्ण करने के पश्चात निर्धारित तिथि तक डॉ. सी. वी आर.यु के दूरस्थ शिक्षा संस्थान / अध्ययन केन्द्र को भेजना आवश्यक है।

2. Please note that you will not be allowed to appear for the Term End Examinations for the course, until the assignments are submitted before the due date.
कृपया ध्यान रहे जब तक सत्रीय कार्य निर्धारित तिथि तक जमा नहीं होंगे, आप सत्रांत परीक्षा में नहीं बैठ सकेंगे।

3. The assignments constitute the continuous component of the evaluation process and have 30% weightage in the final grading. You need to score minimum marks as per Examinations Scheme of Particular Programmme in assignment in each course in order to clear the continuous evaluation component.
सत्रीय कार्य सतत् मूल्यांकन का महत्वपूर्ण अंग है एवं अन्तिम ग्रेडिंग में 30 प्रतिशत अंक निर्धारित हैं। सतत् मूल्यांकन में उत्तीर्ण करने हेतु प्रत्येक सत्रीय कार्य में संबंधित कार्यक्रम के परीक्षा योजना के अनुसार न्यूनतम अंक प्राप्त करना अनिवार्य है।

4. The assignment should be hand written on a A-4 size paper with proper cover which contains all the required information as given on the next page. You can use the photocopy of the cover for each assignment.
सत्रीय कार्य ए–4 साइज पेपर पर हस्तलिखित होना चाहिए तथा उस पर अगले पृष्ठ पर दिये गये कवर के अनुसार सभी जानकारी लिखी होनी चाहिए। (आप चाहें तो कवर की फोटोप्रति प्रत्येक सत्रीय कार्य पर लगाकर प्रयुक्त कर सकते हैं)

5. Leave at least 4cm margin on the left, top and bottom of your answer sheets for the evaluator's comments.
प्रत्येक पृष्ठ पर बायें, ऊपर एवं नीचे कम से कम 4 सें.मी. जगह छोड़ें जो मूल्यांकनकर्ता अपनी टिप्पणी के लिये प्रयोग करेगा।

6. Your answers should be brief, precise and in your own words. Please do not copy the answers from the study material.
सत्रीय कार्य के प्रश्नों के उत्तर संक्षेप, स्पष्ट एवं स्वयं के शब्दों में होना चाहिए। उत्तर स्टडी मटेरियल की कॉपी नहीं होना चाहिये।

7. Please do not copy the assignment from other student.
कृपया सत्रीय कार्य दूसरे छात्र से कॉपी न करें।

8. While solving the questions, clearly indicate the question number along with the part being solved. Recheck your work before submitting it.
प्रश्नों के उत्तर लिखत समय, प्रश्न संख्या अथवा उसके भाग का स्पष्ट उल्लेख करें। सत्रीय कार्य जमा करते समय एक बार पुनः जांच कर लें।

9. You may retain a copy of your assignment response to avoid any unforeseen situation.

सत्रीय कार्य की एक प्रतिलिपि अपने पास रखें ताकि किसी अनहोनी घटना से बचा जा सके।

10. You can resolve the difficulties you may face while studying the course material by sending an e-mail to Programme coordinator IODE CVRU/ study centre coordinator. However, the coordinator will not provide solutions to the assignment questions, since they constitute an evaluation component.

पाठ्यक्रम सामग्री के अध्ययन के समय यदि कोई कठिनाई होती है तो उसके निराकरण हेतु कार्यक्रम समन्वयक दूरस्थ शिक्षा संस्थान डॉ. सी. वी. रामन् विश्वविद्यालय / अध्ययन केन्द्र के समन्वयक से ई–मेल द्वारा संपर्क किया जा सकता है। परंतु समन्वयक सत्रीय कार्य के प्रश्नों के उत्तर नहीं देंगे क्योंकि ये मूल्यांकन पद्धति के अंग हैं।

Note: Assignments of the course are available for download at the CVRU Website http://www.cvru.ac.in . You can download the assignments as per your course, follow the instructions given and submit it before due dates at the IODE CVRU/study centre.

GUIDELINE FOR PREPARATION AND PRESENTATION OF PROJECT REPORT
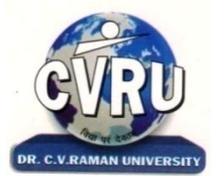
INSTITUTE OF OPEN AND DISTANCE EDUCATION

DR. C.V. RAMAN UNIVERSITY

KARGI ROAD, KOTA, DISTT. - BILASPUR

CHHATTISGARH

PROJECT REPORT   FORMAT
IODE PROGRAMME

The Project Report   consists of three main parts (i) The Preliminaries (ii) The Text (iii) Annexure. It is to be arranged in the following sequence.

THE PRELIMINARIES:

❖ Title Page (Outer Cover) as per the format given in Annexure III, (should be printed in White Colour on a Navy Blue background).

❖ Title Page (Inner Cover) as per the format given in Annexure IV

❖ Declaration by the candidate (Annexure – V)

❖ Certificate of Supervisor/s (Annexure – VI)

❖ Acknowledgements (Annexure – VII)

❖ Table of Contents (Annexure – VIII)

❖ Abstract/Preface

❖ List of Tables (If applicable)

❖ List of Figures (If applicable)

❖ List of abbreviations (Optional)

❖ Chapter –I   to ….continue according to the table of contents.

THE TEXT OF THE PROJECT REPORT

The text the Project Report is usually divided in to chapter's with subheadings, within the chapters to indicate the orderly progression of topics and their relation to each other

Chapter-I Introduction: - The Project Report   should normally begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored. The final section of the introduction should provide a brief overview of each of the main chapters that the reader will encounter.

Chapter-II Review of Related Literature: - The purpose of the literature review is to summarize, evaluate and compare the main developments and current database in the field which are specifically relevant to the subject of research embodied in the Project Report .

Chapter-III Research Methology: - The supervisor and the student may decide how this part of the Project Report   should be structured. Although this section varies depending up on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Chapter-IV Observations & Analysis:- Observations , Analysis and Interpretation should be done as per data collected from sample.

Chapter-V Results Conclusions and Suggestions: The results are actual statement of observations, including statistics, tables and graphs. Do not present the same data as graph as well as table. Use one of the appropriate style of presentation. The purpose of this chapter is not just to reiterate the findings but discuss the observation in relation to the theoretical body of knowledge on the topic.

Bibliography Citation in Text: Citation in the text usually consists of the name of the author(s) and the year of the publication. The page no is added when utilizing a direct quotation. It should be arranged Alphabetically .

Example (i):Thomas.V (2007) identified….

Example (ii): Gould and Brown (1991, p. 14) used the

Example (iii) : Rhoades et. al (2008) define the …..

References: All publications listed in the Project Report   should be presented in a list of references, following the sample.

Citation from Project Report :

➢ Kundur., D. (1999),Mulitresolution Digital Watermarking: Algorithms and Implications for Multimedia Signals. Ph.D Project Report , University of Toronto.

Citation from Journal:

➢ Clifford, G. D. and Tarassenko.,s L. (2001),One-pass Training of Optimal Architecture Auto-associativeNeural Network for Detecting Ectopic Beats. Electron Letters. 37(18): 1126–1127.

➢ Rhoades, B.E. (1997), A Comparison of various definitions of Contractive mappings, Trans.Amer.Math.Soc.,Vol. 5, no.3, 257-290.

Citation from Books:
➢ Thompson, D. ed., (1995),The Concise Oxford Dictionary of Current English. Oxford, UK: Oxford University Press, 9th ed. ISBN No.: 0987654.
➢ Lindsay, D. (1999),A Guide to Scientific Writing, Melbourne, Chapter 2, Australia: Addison Wesley Longman Australia, 2nd ed. ISBN No.: 12345678.

Citation from Website:
Anonymous, unZign, "Tool for Evaluating a Variety of Watermarks",
http://altern.org/watermark/, (Browsing date: 23rd September 1997)
Publication of the University of Geneva (on digital watermarking): <http:// cuiwww.unige.ch/˜vision/Publications/watermarking_publications.html> (Browsing Date: 4thJanuary 2006)

Citation from patent:

Gustafsson J. K. (1976), "Analog-digital converter for a resistance bridge", Patent U. S. 3960010, June 1,.
References must be given alphabetically in References section and in text as …..
Clifford. G. D. and Tarassenko. L. (2001) suggested that……

Appendices:
* Questionnaire /Formula /Diagnosis/Any other Supporting Documents

GUIDELINES FOR WRITING :-

1. **Font size For English**		**Font size For Hindi**
Title Page	18-24	18-24
Headings / subheadings	12-16	16-20
Text	12	14
Footnotes	8-10	10-12

Footnotes be given on the same page where reference is quoted

2. Type style
Times New Roman for English   Kruti dev 10 for Hindi

3. Margins.
At least 1¼ -1½ inches (3.17-3.81cm) on the left-hand side, 3/4 - 1 inch (2 -2.54cm) at the top and bottom of the page, and about ½ - 0.75 inches (1.27 - 1.90cm) at the outer edge. The best position for the page number is at top-center or top right ½ inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitable paginated.

4. The *Project Report* shall be computer typed (**English**- British, Font Style -Times Roman, Size-12 point, **Hindi-** Font Style -Krutidev-10,Size-14) and printed on A4 size paper.

5. The *Project Report* shall be typed on one side only with double space with appropriate margin.

6. Use only standard abbreviations. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units. The measurement units if any shall be followed consistently.

7. Maintain uniformity in writing the *Project Report* .

8. All copies of the *Project Report* are to be bound in colored hard cover (according to color code) of the *Project Report* .

9. The final submission of the *Project Report* shall be in 03 hard bound copies and 01 soft copy (MS Word) in a CD along with all the corrections and suggestions as recommended before.

THE TITLE OF THE PROJECT REPORT   IN THE OUTER COVER
SHALL LOOK EXACTLY LIKE THIS TITLE

(Font: Times New Roman, Size:16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Project Report   submitted to
(Font: Times New Roman, Size: 12, Bold, centered)
{Here put a gap of one line}

<University's logo>

INSTITUTE OF OPEN AND DISTANCE EDUCATION
Dr. C.V. Raman University
Kota, Bilaspur (C.G.)

(Font: Times New Roman, Size: 14, Bold, centered)
{Here put a gap of one line}

For the award of the degree of
(Font: Times New Roman, Size: 12, Bold, centered)
{Here put a gap of one line}

PROGRAMME NAME
(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}
by
(Font: Times New Roman, Size: 12, Bold, centered)
{Here put a gap of two lines}

<NAME OF THE STUDENT>
(Font: Times New Roman, Size: 14, Bold, centered)
Registration No.: <>
(Font: Times New Roman, Size: 12, Bold, centered)
<Year>
(Font: Times New Roman, Size: 12, Bold, centered)
© <Year><Name of the student>.All rights reserved.
(Font: Times New Roman, Size: 10, Bold, Centered)

THE TITLE OF THE PROJECT REPORT   IN THE INNER COVER SHALL

LOOK EXACTLY LIKE THIS TITLE

(Font: Times New Roman, Size:16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Project Report   submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

INSTITUTE OF OPEN AND DISTANCE EDUCATION

Dr. C.V. Raman University

Kota, Bilaspur (C.G.)

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of one line}

For the award of the degree

of

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

PROGRAMME NAME

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}

by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Under the Guidance of

(Font: Times New Roman, Size: 12, Bold, centered)

<NAME OF THE SUPERVISOR/S>

(Font: Times New Roman, Size: 14, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

©*<Year><Name of the student>.***All rights reserved.**

(Font: Times New Roman, Size: 10, Bold, Centered)

DECLARATION

I the undersigned solemnly declare that the Project Report entitled "**title of the work**" is based on my own work carried out during the course of my study under the supervision of < name of supervisor >.

I assert that the statements made and conclusions drawn are an outcome of my research work. I further certify that

i.   The work contained in the Project Report   is original and has been done by me under the general supervision of my supervisor (s).

ii.   The work has not been submitted to any other Institute for any other Degree/Diploma/Certificate in this University or any other University of India or abroad.

iii.   I have followed the guideline provided by the University in writing the Project Report.

iv.   I have conformed to the norms and guidelines given in the concerned Ordinance of the University.

v.   Whenever I have used materials (data, theoretical analysis, and text) from other sources, I have given due credit to them by citing them in the text of the Project Report   and giving their details in the references.

vi.   Whenever I have quoted written materials from other sources, I have put them under quotation marks and given due credit to the sources by citing them and giving required details in the references.

(Name & Signature of the Student)

Registration No.

CERTIFICATE

This is to certify that the work incorporated in the Project Report   entitled " title of the Project Report " is a record of own work carried out by **<Name of Student >** under my supervision for the award of degree of **Programme Name**   of Institute of Open and Distance Education   Dr. C.V. Raman University, Bilaspur (C.G.)-India.

To the best of my knowledge and belief the Project Report :

i. Embodies the work of the candidate himself/herself,

ii. Has duly been completed.

iii. Is up to the desired standard both in respect of contents and language for being referred to the examiners.

Supervisor-

(Name and signature of the Supervisor
With designation and Name of Organization)

(Signature of Academic Coordinator)

(Seal of IODE)

ACKNOWLEDGEMENT

Acknowledgements should be brief and should not exceed one page. Acknowledgements should be duly signed by the candidate. Gratitude may be expressed to only those who really contributed to the work directly or indirectly. Name of student should appear at the bottom of the page.

SAMPLE ACKNOWLEDGEMENT

It is a matter of immense pleasure to express the overwhelming sense of gratitude, devotion, incontestable regards to my esteemed & learned guides <…………….> who have striven to perfect my project report.

> ……………………………………………………………………………………
> ……………………………………………………………………………………
> …………………………………………..

Finally, I express my indebtedness to all who have directly or indirectly contributed to the successful completion of my project work.

< Name of Student >

ANNEXURE-VIII

TABLE OF CONTENTS

Note