

# **FACULTY OF VOCATIONAL STUDIES**

## **SYLLABUS FOR Computer Subjects for**

### **BACHELOR OF VOCATION**

#### **Courses**

#### **(Semester - I &II)**

Bachelor of Vocation (B.Voc.)

(Management & Secretarial Practices) (Semester-I& II)

Bachelor of Vocation (B.Voc.)

(Textile Design and Apparel Technology) (Semester-I&II)

Bachelor of Vocation (B.Voc.)

(Nutrition Exercise and Health) (Semester-I)

**(Under Credit Based Continuous Evaluation Grading System)**

**Session: 2018-19**



**The Heritage Institution**

**KANYA MAHA VIDYALAYA  
JALANDHAR  
(Autonomous)**

| Bachelor of Vocation (B.Voc.)<br>(Management & Secretarial Practices) (Semester-I)  |  |             |              |           |       |       |      |    |    |                             |
|---|--|-------------|--------------|-----------|-------|-------|------|----|----|-----------------------------|
| COURSE CODE   | COURSE NAME                            | COURSE TYPE | HOURS / WEEK | L - T - P |       | Marks |      |    |    | Examination Time (in Hours) |
|   |  |             |              | L-T-P     | Total | Total | Ext. |    | CA |                             |
|   |  |             |              |           |       |       | L    | P  |    |                             |
| BVML-1124   | Computer fundamentals                  | C           | 4            | 4-0-0     | 4     | 50    | 40   | -  | 10 | 3(Theory)                   |
| BVMM-1125   | MS Office-I                            | C           | 8            | 4-0-2     | 6     | 125   | 40   | 60 | 25 | 3(Theory)<br>3(Practical)   |
| Bachelor of Vocation (B.Voc.)<br>(Management & Secretarial Practices) (Semester-II) |  |             |              |           |       |       |      |    |    |                             |
| BVMM-2125   | MS Office-II                           | C           | 8            | 4-0-2     | 6     | 125   | 40   | 60 | 25 | 3(Theory)<br>3(Practical)   |
| BVMP-2126   | Lab based on typing Skills(DATA ENTRY) |             | 6            | 0-0-3     | 3     | 75    | -    | 60 | 15 | 3(Practical)                |

| Bachelor of Vocation (B.Voc.)<br>(Textile Design and Apparel Technology) (Semester-I)  |   |             |              |           |       |       |      |    |    |                             |
|--|---|-------------|--------------|-----------|-------|-------|------|----|----|-----------------------------|
| COURSE CODE  | COURSE NAME                             | COURSE TYPE | HOURS / WEEK | L - T - P |       | Marks |      |    |    | Examination Time (in Hours) |
|  |   |             |              | L-T-P     | Total | Total | Ext. |    | CA |                             |
|  |   |             |              |           |       |       | L    | P  |    |                             |
| BVTM-1125  | Fundamentals of Computers in Textile-I  | C           | 6            | 2-0-2     | 4     | 50    | 25   | 15 | 10 | 3(Theory)<br>3(Practical)   |
| Bachelor of Vocation (B.Voc.)<br>(Textile Design and Apparel Technology) (Semester-II) |   |             |              |           |       |       |      |    |    |                             |
| BVTM-2125  | Fundamentals of Computers in Textile-II | C           | 6            | 2-0-2     | 4     | 50    | 25   | 15 | 10 | 3(Theory)<br>3(Practical)   |

| Bachelor of Vocation (B.Voc.)<br>(Nutrition Exercise and Health) (Semester-I) |                    |             |              |           |       |       |      |    |    |                             |
|---|--------------------|-------------|--------------|-----------|-------|-------|------|----|----|-----------------------------|
| COURSE CODE   | COURSE NAME        | COURSE TYPE | HOURS / WEEK | L - T - P |       | Marks |      |    |    | Examination Time (in Hours) |
|   |                    |             |              | L-T-P     | Total | Total | Ext. |    | CA |                             |
|   |                    |             |              |           |       |       | L    | P  |    |                             |
| BVNM-1125   | Basic of Computers | C           | 6            | 2-0-2     | 4     | 50    | 25   | 15 | 10 | 3(Theory)<br>3(Practical)   |

Bachelor of Vocation (B.Voc.)  
(Management & Secretarial Practices) (Semester-I)

**Course Code: BVML-1124**  
**COMPUTER FUNDAMENTALS**

**Course Outcomes:**

After successful completion of this course, students will be able to:

- CO1: understand the meaning and basic components of a computer system,
- CO2: define and distinguish Hardware and Software components of computer system,
- CO3: explain and identify different computing machines during the evolution of computer system,
- CO4: gain knowledge about five generations of computer system,
- CO5: explain the functions of a computer,
- CO6: identify and discuss the functional units of a computer system,
- CO7: identify the various input and output units and explain their purposes
- CO8: understand the role of CPU and its components,
- CO9: understand the concept and need of primary and secondary memory.

Bachelor of Vocation (B.Voc.)  
(Management & Secretarial Practices) (Semester-I)

**Course Code: BVML-1124**  
**COMPUTER FUNDAMENTALS**

**Time: 3 Hours**  
**4 Hrs/ week**  
**L-T-P 4-0-0 CA: 10**

**Max. Marks: 50**  
**Theory: 40**

**Instructions for the Paper Setter**

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

|  |
|--|
| <b>Unit I</b>  |
| <b>Introduction to Information Technology:</b> Basic concepts of IT, Data Processing: Data and Information.<br><b>Introduction to Computers:</b> Classification, History, Types of Computers.  |
| <b>Unit II</b>   |
| <b>Elements of a Computer System:</b> Block Diagram of the Computer System, Introduction to various units.<br><b>Hardware:</b> CPU, Memory, Input and Output devices, Auxiliary storage devices.   |
| <b>Unit III</b>  |
| <b>Software:</b> System and Application Software, Utility packages, Configuration of Computer System.<br><b>Applications of Information Technology:</b> Wide range of Applications in: Home, Education and Training, Entertainment, Science, Medicine, Engineering etc.  |
| <b>Unit IV</b>   |
| <b>Introduction to Windows 7:</b> Parts of Window Screen (Desktop, window, icons), start menu, Taskbar settings, Application & Document Window, Anatomy of a Window (Title bar, minimize, maximize button, control box, scroll bars, scroll buttons, scroll boxes), Window Explorer (expansion, collapsing of directory tree, copying, moving, deleting files, folder, creating folders), About Desktop Icons (recycle bin, my computer, network neighbourhood, brief case), Folder, Shortcut Creation, Setting of Screen Saver, Colour Settings, Wallpaper, Changing Window Appearance. |

**REFERENCES:**

1. Sinha P.K. ,”Computer Fundamentals”, BPB Publications
2. Norton Peter, “Introduction to Computers”, McGraw Hill Education

Bachelor of Vocation (B.Voc.)

(Management & Secretarial Practices) (Semester-I)

**Course Code: BVMM-1125**  
**MS Office-I**

**Course Outcomes:**

After successful completion of this course, students will be able to:

- CO1: create a new document, Open, save and print a document.
- CO2: edit and format text, Change the page layout, background and borders.
- CO3: insert headers and footers, Insert and edit tables.
- CO4: insert clip art and pictures to documents.
- CO5: perform mail merge.
- CO6: share and review shared document files.
- CO7: identify the names and functions of the PowerPoint interface.
- CO8: create, edit, save, and print presentations.
- CO9: format presentations, Add a graphic to a presentation.
- CO10: create and manipulate simple slide shows with outlines and notes.

Bachelor of Vocation (B.Voc.)  
 (Management & Secretarial Practices) (Semester-I)  
**Course Code: BVMM-1125**  
**MS Office-I**

**Time: 3 Hours**  
**8 Hrs/ week**

**Max. Marks: 125**  
**Theory: 40**  
**Practical: 60**

**L-T-P CA: 25**  
**4-0-2**

**Instructions for the Paper Setter**

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

| <b>Unit I</b>  |
|--|
| <p><b>Fundamentals:</b> Starting Word 2007, difference in MS Word 2003 and 2007, Understanding the Word 2007 Program Screen, Understanding the Ribbon, Using the Microsoft Office Button and Quick Access Toolbar, Using Keyboard Commands, Using Help Exiting Word 2007</p> <p><b>Basics of Document creation:</b> Creating a New Document, Inserting and Deleting Text, Saving a Document, Opening a Document, Selecting and Replacing Text Using Undo, Redo and Repeat Navigating through a Document, Viewing a Document, Working with the Document, Window Viewing Multiple Document, and Windows Previewing and Printing a Document, Closing a Document</p> <p><b>Formatting of a Word Document:</b> Drop Caps, Add Shading to Draw Reader's Attention, Steps to Add Borders to a Document, work with Word Styles, Adjust the Horizontal Size of Characters, Insert and Prevent certain types of Page Breaks, Using the Word 2007 Themes To Make a Professional Document look. Steps to Create, Modify or Attach a Template. Add, Edit or Delete Headers and Footers.</p> |
| <b>Unit II</b>   |
| <p><b>Creating and Customizing Tables:</b> Methods to Create a Table, Steps to Create a Table that has Specific Column Widths. Deleting Column, Row or Entire Table in Word 2007. Creating Table of Contents in Word 2007</p> <p><b>Working with Graphics:</b> Add, Crop, Change Pictures File Size and Wrap Picture with Text, Discover the Proper Steps to Add and Organize Clip Arts, Manipulating WordArt Effects to the Text</p> <p><b>Mail Merge:</b> Steps To Complete a Mail Merge, steps to create a Mail Merge Letter, Creating an Email Merge, Create Merged Envelopes, Creating Merge Mailing Labels in Word 2007, Guide to Creating Mail Merge Recipients (Data Sources)</p>  |
| <b>Unit III</b>  |

**PowerPoint Basics:** Starting to use PowerPoint 2007, Screen Elements, Difference between PowerPoint 2003 & 2007, Saving a PowerPoint Presentation, steps to Add a New Slide, Copy Slides from other Presentation.

**Slide Layout, Backgrounds and Themes:** Using Different Slide's Layout, Applying Theme to the Slide(s), Changing the Color Themes, Backgrounds or Templates, Professional PowerPoint backgrounds.

**Slide Masters, Header and Footer:** Know about PowerPoint Slide Masters, Slide Master Background Objects - How to Insert or Hide it, Apply Header and Footer

#### Unit IV

**Formatting Text and Text Boxes:** Format Text according to requirement, PowerPoint Text Boxes, Use PowerPoint Bullets to enhance your Presentation, Use the PowerPoint Numbering Feature,

**Creating and Formatting Tables:** Adding Table to the PowerPoint Slide, How to resize, add or delete rows or columns, merge and split the table cells. Formatting with different Table Options

**Adding Audios and Videos Files:** Ways to Insert Sound Files, steps to Play Sound and the Settings Involved, Embedding Movies/Videos into Presentations, Steps to Play Movies and its setting Options

**Setting Up and Running a Slide Show:** Slide Transitions to the Slides, Creating and Using Animation Effects, Making an Object Fly onto or off of the Slide with Motion Paths, Setting for a slide Show

#### REFERENCES:

1. Bucki Lisa A, "Microsoft Office 2016 Bible", Wiley Eastern Pvt Ltd Delhi
2. WeverkaPeter," Office 2016 All in One for Dummies", Wiley India Pvt.Ltd New Delhi
3. MS Office – BPB Publications

Bachelor of Vocation (B.Voc.)  
(Management & Secretarial Practices) (Semester-II)  
**Course Code: BVMM-2125**  
**MS OFFICE – II**

**Course Outcomes:**

After successful completion of this course, students will able to:

- CO1: indicate the names and functions of the Excel interface components.
- CO2: enter and edit data, Format data and cells.
- CO3: construct formulas, including the use of built-in functions, and relative and absolute references.
- CO4: create and modify charts, Preview and print worksheets.
- CO5: use the Excel online Help feature.
- CO6: identify the terminology and functions common to most database management systems.
- CO7: identify the qualities of valuable information.
- CO8: identify the elements of good database design.
- CO9: create and use tables, Create and use queries.
- CO10: create simple reports and forms.
- CO11: use the Access online Help feature.
- CO12: discuss ethical issues connected to the use of databases.



Bachelor of Vocation (B.Voc.)  
 (Management & Secretarial Practices) (Semester-I)  
**Course Code: BVMM-2125**  
**MS OFFICE – II**

**Time: 3 Hours**  
**8 Hrs/ week**

**Max. Marks: 125**  
**Theory: 40**  
**Practical: 60**

**L-T-P CA: 25**  
**4-0-2**

**Instructions for the Paper Setter**

Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any Section.

| <b>Unit I</b>   |
|---|
| <p><b>Fundamentals:</b> Start MS Excel. Excel Screen Elements, About cell, Workbook, Worksheet, Enter Data into the Excel Worksheet, Save an Excel Worksheet,<br/> <b>Explore Excel:</b> Move from One Place to Another in a Worksheet, How to Change the Spreadsheet Cells Background or Text Color, Knowing The Excel Paste.</p>  |
| <b>Unit II</b>  |
| <p><b>Formatting and Customizing Data:</b> Cell Alignment Options, Number Formatting, Adding Header and Footer, How to Prevent the Cell Editing, Merge and Unmerge Cells (Columns), Create and Download the Excel 2007 Templates.<br/> <b>Creating and Formatting Tables:</b> How to insert a Table, Formatting the Table. Create Drop Down List, Use of Data Validation Rules</p>  |
| <b>Unit III</b>   |
| <p><b>Formulas and Functions</b> (with example illustrations): How to Write an Excel Formula, Excel 2007 Functions, Using NOW Function, Example Using the Excel 2007 PRODUCT Function, Using MAX Function, CELL Function, The RADIANS Function: Convert Degrees to Radians, DATE Function: An Easy Way to Insert a Date into a Formula, COUNT Function.<br/> <b>Creating and Formatting Charts:</b> Creating Charts, Create and Format the Chart Title, Chart Legend: How to Resize, Move, Changing Legend Font and Color, Creating a Pie Chart, Creating a Histogram<br/> <b>Printing of an EXCEL Sheet:</b> Print Preview Feature, Preview Worksheets Before Printing, Print Excel Worksheet and Print Multiple Areas of a Workbook, Printing Multiple Worksheets from a Workbook</p> |
| <b>Unit IV</b>  |
| <p>What is a database and need of a Database<br/>         Exploring and designing a database<br/> <b>Building the Database:</b> Creating a Table, Setting up fields, Building table relationships,</p>  |

Entering and editing data in the table

**Analyzing and Reporting Data:** Sorting records entered in the table, Filtering records in the table, About queries, Using queries to make data meaningful, creation of reports

**REFERENCES:**

1. Microsoft Word, Excel, and PowerPoint: Just for Beginners Paperback ,Dorothy House
2. Weverka Peter, “Microsoft Office 2016 All-In-One for Dummies”, Wiley India Pvt. Ltd, New Delhi

Bachelor of Vocation (B.Voc.)  
(Management & Secretarial Practices) (Semester-I)  
**Course Code: BVMP-2126**  
**LAB BASED ON TYPING SKILLS (DATA ENTRY)**

**Max. Marks: 75**

**Course Outcomes:**

After successful completion of this course, students will be able to:

- CO1: develop the correct touch-typing technique
- CO2: key data quickly and accurately
- CO3: demonstrate operational skills in using the computer
- CO4: key accurately, at a rate of 35 Words Per Minute

Lab based on Typing skill w.r.t. increase the speed of the typing in English, Hindi / Punjabi.

Bachelor of Vocation (B.Voc.)  
(Management & Secretarial Practices) (Semester-I)  
**Course Code: BVMP-2126**  
**LAB BASED ON TYPING SKILLS (DATA ENTRY)**

**Time: 3 Hours**  
**6 Hrs/ week**  
**L-T-P CA: 15**  
**0-0-3**

**Max. Marks: 75**  
**Practical: 60**

Lab based on Typing skill w.r.t. increase the speed of the typing in English, Hindi / Punjabi.

Bachelor of Vocation (B.Voc.)  
(Textile Design & Apparel Technology) (Semester-I)

**BVTM-1125: Fundamentals of Computers in Textile-I**

**Time: 3 Hours**  
**6 Hrs/ week**  
**L-T-P: 2-0-2**

**Maximum Marks: 50**  
**Theory: 25, Practical:15**  
**CA- 10**

**Course**

**Outcomes:**

After successful completion of this course, students will be able to:

CO1: use various Microsoft Office products like Microsoft Word and PowerPoint to prepare documents/presentation required for routine office work

CO2: apply design concepts and knowledge for creating Computerised Designs

CO3: use Corel Draw and its various tools to create Fashion and Design illustration

**Instructions for the Paper Setter**

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.

**Course Contents:**

**UNIT I**

1. Computer, Introduction to Computer, Data Processing, Concept of data and information
2. Introduction of computer hardware and software

**UNIT II**

3. Introduction to MS-Word- General-Formatting, Editing, Spell-grammar check, Printing and saving, Mail Merge.

**UNIT III**

4. Ms PowerPoint: Professional presentation formations, formatting of text/slides views of power point, animations, sound effects.

**UNIT IV**

Basic concept of Corel draw: Introduction to tools, ruler setting, basic shapes, grouping/

combining, color palettes, effects, curves, opening, closing and saving a file, importing/exporting, printing.

**(Practical)**

Exercises based on topics covered in Theory.

**Instruction for the Paper Setter:** Paper will be set on the spot by the examiner.

**Books Recommended:**

1. Windows Based Computer Courses, Rachhpal Singh & Gurvinder Singh.
2. Information Technology, Hardeep Singh & Anshuman Sharma.
3. Office Complete, BPB Publications.

Bachelor of Vocation (B.Voc.)  
(Textile Design & Apparel Technology) (Semester-I)

**BVTM-2125: Fundamentals of Computers in Textile-II**

**Time: 3 Hours**  
**6 Hrs/ week**  
**L-T-P 2-0-2**

**Max. Marks:50**  
**Theory: 25, Practical 15**  
**CA: 10**

After successful completion of this course, students will be able to:

CO1- enhance creativity skills with good designing sense.

CO4-understand and apply Textile design concepts using Computers

CO3-to use various tools of Corel Draw and Photoshop in Textile designing

**Instructions for the Paper Setter**

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.

**UNIT I**

**BASICS OF CORELDRAW**

Introduction-Getting Started-Creating A New File - Title Bar-Menu Bar-Work Area-Printable Page-Property Bar-Page Counter Bar-Colour Palette-Toolbox-Status Bar-Drawing Figures-Lines-Ellipse-Circles-Rectangle-Square-Polygon-Saving-Closing-Opening-Views-NormalView-Preview-Wire Frame View-Draft View-Zoom-View Manager-Creating a View.

**UNIT II**

**DRAWING**

Introduction - Toolbox-Selecting an Object-Resizing an Object-Moving an Object-Changing the Shape-Combining Two Objects-Skewing-Welding the Objects-Blending-Curve Lines-Straight Lines-Continuing a Line-View Mode-Changing-Media Tool-Rotating an Object-Grouping-Fill Tool Fly Out-Filling-Spray Mode.

**TEXT**

Introduction-Text Tool-Entering Artistic Text-Entering Paragraph Text-Converting TextFormatting Text-Changing the Font Size-Arranging Objects-Ordering the Objects-Changing the Font-Bullets-Decorating the Text-Webdings-Text Editor-Opening-Changing the Alignment-Type Style-Spell Checking-Grammer-Searching Synonyms-Find-Replace-Editing-Kerning-Formatting Characters.

## UNIT III

### IMAGE

Bitmap Images-Vector Image-Resizing-Rotating-Skewing-Moving-Cropping-Importing Images-Adding Special Effects-Converting to Bitmap-Exporting Images.

### PAGE LAYOUT

Changing the Page Size-Changing the Layout-Applying Styles-Applying Bitmaps to the Background - Changing the Background-Adding a Page Frame-Moving Between Pages.

## UNIT IV

### Adobe Photoshop:

Introduction to Photoshop and its tools. Photoshop Interface.

Create different Prints, Textures and compositions with the help of Corel Draw and Adobe Photoshop

### (Practical)

### Instructions for the Practical Examiner

To acquaint students with knowledge of CAD based application in fashion Designing

### Introduction to basic tools of fashion software Corel Draw

1. Night wear
2. Office wear
3. Casual wear
4. Party wear
5. Indian traditional wear

### Books Recommended:

1. Danae Lisa, "Adobe Photoshop CC Bible", Wiley
2. Faulkner Andrew, "Adobe Photoshop CC Classroom in a Book", Pearson Education
3. Gary David Bouton, "CorelDRAW X7: The Official Guide", McGraw Hill Education
4. Kogent Learning Solutions Inc. "CorelDraw X7 in Simple Steps", Dreamtech Press



**Basics of Computer - I  
(Theory)  
Course code: BVNM- 1125**

**Time: 3 Hrs.  
6hrs/week  
L-T-P  
2-0-2**

**Max. Marks:50  
Theory Marks:25  
Practical Marks: 15  
CA:10**

**Instructions for the Paper Setter**

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.

**Course Contents**

**UNIT –I**

Introduction to Computer, Data Processing.

**UNIT-II**

Concept of data and information

**UNIT-III**

Introduction of Computer hardware and software

**UNIT-IV**

Introduction to MS- Word- General- Formatting, Editing, Spell-Grammar check, Printing and saving, Mail Merge.

**(Practical)**

Instruction to the Practical Examiner: Paper will be set on the spot by the examiner.

**Course Contents:**

MS-Word: Formatting, Editing, Spell Grammar Check, Printing and Saving, Mail-Merge.