

S.K.R. & S.K.R. Govt. College for Women (A), Kadapa
NAAC Reaccredited – B Level
I B.Sc, I SEMESTER
Computer Fundamentals & Photoshop

Unit-I: Introduction to Computers: Characteristics and limitations of Computer, Block diagram of computer, types of computers, uses of computers, computer generations. Number systems: binary, hexa and octal numbering system- Windows basics: desktop, start menu, icons – Recent Developments – Cloud Server.

Unit-II: Input and Output Devices: Keyboard and mouse, inputting data in other ways, Types of Software: system software, Application software, commercial, open source, domain and free ware software, Memories: primary, secondary and cache memory.

Unit –III: Introduction to Adobe Photoshop: Getting started with Photoshop, creating and saving a document in Photoshop, page layout and back ground, Photoshop program window-title bar, menu bar, option bar, image window, image title bar, status bar, ruler, pallets, tool box, screen modes, saving files, reverting files, closing files.

Unit –IV: Images: working with images, image size and resolution, image editing, colour modes and adjustments, Zooming & Panning an Image, Rulers, Guides & Grids- **Working with Tool box:** Practice Sessions.

Unit-V: Layers: Working with layers- layer styles- opacity-adjustment layers. **Filters:** The filter menu, Working with filters- Editing your photo shoot, presentation –how to create ads, artistic filter, blur filter, brush store filter, distort filters, noise filters, pixelate filters, light effects, difference clouds, sharpen filters, printing.

Reference Books:

1. Reema Thareja, Fundamentals of Computers, Oxford University Press
2. Adobe Creative Team, Adobe Photoshop Class Room in a Book.
3. David Maxwell, Photoshop: Beginner's Guide for Photoshop - Digital Photography, Photo Editing, Color Grading & Graphic...19 February 2016.

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I BSC, II SEMESTER
PROGRAMMING IN C

UNIT I

Introduction to Algorithms and Programming Languages: Algorithm – Key features of Algorithms – Flow Charts– Programming Languages

Introduction to C: Introduction – Structure of C Program – Writing the first C Program – Compiling and Executing C Programs – Using Comments – Keywords ,Identifiers – Basic Data Types in C – Variables – Constants – I/O Statements in C- Operators in C-- Type Conversion and Type Casting

UNIT II

Decision Control and Looping Statements: Introduction to Decision Control Statements – Conditional Branching Statements – Iterative Statements – Nested Loops – Break and Continue Statement – Goto Statement

UNIT III

Arrays: Introduction – Declaration of Arrays – Accessing elements of the Array – Storing Values in Array – Operations that can be performed on Array – one dimensional array for inter-function communication – Two dimensional Arrays –Operations on Two Dimensional Arrays - **Strings:** Introduction – String Operations –string and character functions.

UNIT-IV

Functions: Introduction-using functions-function declaration, prototype-function definition-function call-return statement-passing parameters- storage classes-recursive function.

UNIT V

Pointers: Understanding Computer Memory – Introduction to Pointers – declaring Pointer Variables – Passing Arguments to Functions using Pointer – Pointer and Arrays – Passing Array to Function

Structure, Union, and Enumerated Data Types: Introduction – Nested Structures – Arrays of Structures – Structures and Functions – Union — Enumerated Data Types

Reference Books:

1. Computer Fundamentals and Programming in C by REEMA THAREJA from OXFORD UNIVERSITY PRESS

REFERENCE BOOKS

1. E Balagurusamy: —COMPUTING FUNDAMENTALS & C PROGRAMMING— Tata McGraw-Hill, Second Reprint 2008, ISBN 978-0-07-066909-3.

2. Ashok N Kamthane: Programming with ANSI and Turbo C, Pearson Edition Publ, 2002.

3. 2. Henry Mullish & Huubert L.Cooper: The Sprit of C, Jaico Pub. House,1996.

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I BCOM(CA), I SEMESTER
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I BCOM(CA), II SEM
Office Automation Tools

Unit-I: MS-Excel: features of Ms-Excel, Parts of MS-Excel window, entering and editing data in worksheet, number formatting in excel, different cell references, how to enter and edit formula in excel, auto fill and custom fill, printing options.

Unit-II: Formatting options: Different formatting options, change row height, formulae and functions, **Functions:** Meaning and advantages of functions, different types of functions available in Excel.

Unit-III: Charts: Different types of charts, Parts of chart, chart creation using wizard, chart operations, data maps, graphs, data sorting, filtering. Excel sub totals, scenarios, what-if analysis

Macro: Meaning and advantages of Macros, creation, editing and deletion of macros - Creating a macro, how to run, how to delete a macro.

Unit-IV: MS Access: Creating a Simple Database and Tables: Features of Ms-Access, Creating a Database, Parts of Access. **Tables:** table creation using design view, table wizard, data sheet view, import table, link table. **Forms:** The Form Wizard, design view, columnar, tabular, data sheet, chart wizard.

Unit- V: Finding, Sorting and Displaying Data: Queries and Dynasts, Creating and using select queries, showing All records after a Query, saving queries - Crosstab Queries. **Printing Reports:** Form and Database Printing. **Relational Databases:** Flat Versus Relational, Types of Relationships, Viewing Relationships, Defining and Redefining Relationships, Creating and Deleting Relationships.

Reference Books:

- 1.Ron Mansfield, Working in Microsoft Office, Tata McGraw Hill(2008)
- 2.Ed Bott, Woody Leonhard, Using Microsoft Office 2007, Pearson Education(2007)
3. Sanjay Saxsena, Microsoft Office, 4.Microsoft Office, BPB Publications

SKR & SKR Govt. College for Women(A), Kadapa.
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I B.A(CA), I SEMESTER
Fundamentals of Computers

Unit-I: Introduction to computer

What is Computer, Characteristics of Computers, Generations of Computers, Classification of Computers, Basic Computer Organization, and Applications of Computers.

Input and Output Devices: Input devices, Output devices, Soft Copy Devices, Hard Copy Devices.

Unit-II: Computer Memory and Processors

Introduction, Memory Hierarchy, Processor Registers, Cache memory, Primary Memory, Secondary Storage Devices, Magnetic tapes, Floppy Disks, Hard Disks, Optical Disks, USB Flash Devices, Memory Cards, Mass Storage Devices, Basic processor Architecture.

UNIT-III: Computer Software

Introduction to Computer Software, Classification of Computer Software, System Software, Application Software, Firmware, Middleware, Acquiring Computer Software, Design and Implementations of Correct, Efficient and Maintainable Programs

Operating Systems: Introduction, types of Operating Systems, functions of operating system

UNIT-IV: Introduction to Algorithms and Programming Languages

Algorithm, Control Structures used in Algorithms, Some more Algorithms, Flowcharts, Pseudo code, Programming Languages, , Generations of programming languages.

UNIT-V: The Internet

Internet, Internet, Services, Types of Internet Connections, Internet Security, Emerging Computer technologies, Distributed Networking, Peer-to-peer computing

TEXT BOOKS:

1. Fundamentals of Computers By Reema Thareja from Oxford University Press

Reference Books:

1. Peter Norton, Introduction to Computers, 6th Edition Tata McGraw Hill, 2008
2. Jacob Beckerman, How to build a Computer 2014-15 Learn, Select parts, Assemble, and Install: A step by step Guide to Your First Home Built.
3. Leon A and Leon M, Computers for Everyone, Leon Vikas, 2001.
4. Turban E, Rainer R K, and Potter RE, Introduction to Information Technology, Jhon Wiley & Sons, 2000.

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I BA(CA), II SEMESTER
OFFICE AUTOMATION TOOL

UNIT I

Introduction to Windows, Desktop, File, Folder, My Computer, My documents, Recycle bin, Internet Explorer, Windows Explorer

Office Automation: Organization of an Office, Nature of Office work , The definition and need for office automation. Document Preparation : Word processing , Various office equipment that help in document preparation, Introduction to document storage and retrieval.

UNIT II

Word Basics: Starting word, Creating a new document, Opening preexisting document, The parts of a word window, Typing text, Selecting text, Deleting text, Undo, Redo, Repeat, Inserting text, Replacing text, Formatting text, Cut, Copy, Paste – Printing.

Formatting Your Text and Documents: Auto format, Line spacing, Margins, Borders and Shading.

Working with Headers and Footers: Definition of headers and footers, creating basic headers and footers, creating different headers and footers for odd and even pages.

UNIT III

Tables: Creating a simple table, Creating a table using the table menu, Entering and editing text in a table, selecting in table, adding rows, changing row heights, Deleting rows, Inserting columns, Deleting columns, changing column width .

Graphics: Importing graphics, Clipart, Insert picture, Clip Art Gallery, using word's drawing features, drawing objects, text in drawing.

Templates: Template types, using templates, exploring templates, modifying templates.

Macros: Macro, Recording macros, editing macros, running a macro.

Mail Merge: Mail Merge concept, Main document, data sources, merging data source and main document. Overview of word menu options word basic tool bar.

UNIT IV

MS Power Point: Introduction, Building a presentation, Outlining the presentation, Creating the text and chart slides, Formatting charts, customizing a presentation, drawing on slides, Creating slide shows

Creating Presentations : Using auto content wizard, Using blank presentation option, Using design template option, Adding slides, Deleting a slide, Importing Images from the outside world, Drawing in power point, Transition and build effects, Deleting a slide, Numbering a slide, Saving presentation, Closing presentation, Printing presentation elements.

UNIT V

Excel Basics: Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Formulae, Referencing cells – Inserting Rows/Columns –Changing column widths and row heights, auto format, changing font sizes, colors, shading.

Formatting: Page setup, changing column widths and Row heights, auto format, changing font sizes and Attributes, centering text across columns, using border buttons and Commands, changing colors and shading, hiding rows and columns.

Introduction to functions: Parts of a functions, Functions Requiring Add-ins, The Function Wizard. Examples functions by category: Data and time functions, Engineering functions, Math and Trig functions, Statistical functions, Text functions.

TEXT BOOKS

1. Baja K K , Office Automation , MacMillan India Ltd, 1996.
2. Steve Sagman, Microsoft Office XP for Windows, Pearson Education Asia, 2002.
3. Jennifer Fulton, Microsoft Office 2000 Cheat Sheet, Prentice-Hall of India, 1999.

REFERENCE BOOKS

1. Windows XP Home Edition Complete , BPB Publications, 2001.
2. Raghav Bahl , Exploring Microsoft Office XP , Cyber Tech, 2001 .
3. Sanjay Saxena , MS Office 2000 for Everyone, Vikas Publishing , 2001

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Foundation Course

INFORMATION & COMMUNICATION TECHNOLOGY –1 (ICT-1)

Computer Fundamentals and Office Tools

Common for all Degree Programmes

II Semester

Unit-I:

Basics of Computers :Definition of a Computer - Characteristics and Applications of Computers – Block Diagram of a Digital Computer – Classification of Computers based on size and working – Central Processing Unit – I/O Devices.

Unit-II:

Primary, Auxiliary and Cache Memory – Memory Devices. Software, Hardware, Firmware and People ware – Definition and Types of Operating System – Functions of an Operating System – MS-DOS – MS Windows – Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin, Task Bar – Control Pane.

Unit-III:

MS-Word

Features of MS-Word – MS-Word Window Components – Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Equations – Spelling and Grammar – Thesaurus – Mail Merge

Unit-IV:

MS-PowerPoint

Features of PowerPoint – Creating a Blank Presentation - Creating a Presentation using a Template - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures - Inserting Other Objects, Audio, Video - Resizing and Scaling of an Object – Slide Transition – Custom Animation

Unit-V:

MS-Excel

Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Formulae, Referencing cells – Inserting Rows/Columns –Changing column widths and row heights, auto format, changing font sizes, colors, shading.

Reference Books:

1. Fundamentals of Computers by ReemaThareja, Publishers : Oxford University Press, India
- 2.Fundamentals of Computers by V.Raja Raman, Publishers : PHI
3. Microsoft Office 2010 Bible by John Walkenbach, Herb Tyson, Michael R.Groh and FaitheWempen, Publishers : Wiley