

संस्कृत विश्वविद्यालय
Barkatullah University, Bhopal

As per model syllabus of U.G.C. New Delhi,



संस्कृत विद्यापीठ;
Faculty of Science
(Approved by Computer Science BOS)

Syllabus & Prescribed Books

B.C.A. Semester Examination
2014 - 15
I & II Semester
(10+2+3)

संस्कृत विश्वविद्यालय
संस्कृत विश्वविद्यालय

2014 & 15

पृष्ठ संख्या : 50

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SESSION 201 4-15

B.C.A.

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Third Semester

02-20

Fourth Semester

21-33

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संस्कृत विश्वविद्यालय
संस्कृत विश्वविद्यालय

COURSEWISE SCHEME

FIRST SEMESTER

- | | |
|----------------------------------|---|
| 1. Course Code : | 7. Maximum marks : 600 |
| 2. Course Name : B.C.A. | 8. Minimum Passing percentage : 33 |
| 3. Total Subject : 6 | 9. Project Marks : N |
| 4. Compulsory Subject : 6 | 10. Project Passing marks : N |
| 5. Practical + viva : Y | |
| 6. Project : N | |

Sub. code	Subject Name	Theory						Practical		Total		
		Paper			CCE		Total Marks					
		1	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min
Compulsory												
69	Foundation Course											
	ufrd eV; vKsj HkK'kk -I	85	85	28	15	05	100	33	0	0	150	50
	m ferk fodkl -I	35	35	12	15	05	50	17	0	0		
	Computer Fundamentals	85	85	28	15	05	100	33	0	0	100	33
	PC Software	85	85	28	15	05	100	33	0	0	100	33
	Digital Computer Electronics	85	85	28	15	05	100	33	0	0	100	33
	Communication and Management	85	85	28	15	05	100	33	0	0	100	33
	DOS & MS Office (Practical +Viva)	0	0	0	0	0	0	0	25	09	25	09

I = 2014&15 I s ykxw gksus okys vk/kkj i kB~; dæ dh I setVjokj 0; oLFkk

SEM ESTER	PAPER -I (100 M ARKS)		
	TITLE	INTERNAL	THEORY
FIRST	ufrd eY; vksj	15	85
	Hkk"kk&I (Moral Values & Language - I)	Part -A : Moral Values + Hindi = 05+05=10 Marks Part -B : English = 5 Marks	Part -A : Moral Values + Hindi = 15+35=50 Marks Part -B : English = 35 Marks
	PAPER -I (100 M ARKS)		
	TITLE	INTERNAL	THEORY
	m ferk fodkl & I (Development of Entrepreneurship -I)	15 Marks	35 Marks

v½ iR;d LetVj ds iFke iz'ui = esa fuEu rhu i kB; fo"kk; fuEukuq I kj I ekfgr gkxa %

- 1½ ufrd eY; & bdkbz & 1
- 2½ fglUnh Hkk"kk & bdkbz & 2 , oa 3
- 3½ vax = kk & bdkbz & 4 , oa 5

Ck½ iR;d LetVj dk f}rh; iz'ui = iokud kj dny 50 vdkka dk jg,xkA eY; kdu , oa ijh{kk 0; oLFkk

vkrfjd eY; kdu

iFke iz'ui = ds vkrfjd eY; kdu esa fuEukuq kj 0; oLFkk jg,xkA

- 1½ bdkbz 1 ufrd eY; ½ & 05 vad
- 2½ bdkbz 2 , oa 3 fglUnh Hkk"kk ½ & 05 vad
- 3½ bdkbz 4 , oa 5 vax = Hkk"kk ½ & 05 vad

f}rh; iz'ui = ds vkrfjd eY; kdu esa fuEukuq kj 0; oLFkk jg,xkA

- bdkbz 1 I s 5 rd & 15 vad

1 S) kfrd eW; kadu

1/4 1/2 i Fke iz'ui = dk I S) kfrd eW; kadu rhu ?k Vka esa fd; k tko xka bl
izui = esa nks [k.M v rFkk c gk xs bl gsrq ijh{kkFkhZ dks nks mRrj
iqfLrdk, a iFkd& iFkd nh tko xhA [k.M&v gsrq izFke mRrj iqfLrdk esa
i Fke rhu bdkbz; ka 1/4 sfrd eW; , oa fgluh Hkk"kk 1/2 dks I fEefyr djrs gq,
mRrj nus ckr LFkku fu/kkZfjr jg xka bl h izdkj [k.M&c gsrq f}rh; mRrj
iqfLrdk esa bdkbz 4 , oa 5 1/4 xsth Hkk"kk 1/2 dks I fEefyr djrs gq LFkku
jgs xka vadkdk foj.k fuEukud kj gS %&

1/4 1/2 [k.M&v izFke mRrj iqfLrdk 1/4 sfrd eW; , oa fgluh Hkk"kk 1/2 &50 vad
oLrfu"B izu dty 05] vad 05 1/5 x 1 1/4 dsoy bdkbz 2 , oa 3 I s dty
05 cgfodYih; izu iwNs tkoxA

y?kq mRrjh; izu dty 03] vad 15 1/3 x 5 1/4 bdkbz 1] 2 , oa 3 I s
, d&, d izu vkrfjd fodYi ds I kFk iz'u iwNs tkoxA

nh?kZ mRrjh; izu dty 03] vad 30 1/3 x 10 1/4 bdkbz 1] 2 , oa 3 I s
, d&, d izu vkrfjd fodYi ds I kFk iz'u iwNs tkoxA

1/2 1/2 [k.M&c f}rh; mRrj iqfLrdk 1/4 xsth Hkk"kk 1/2 &35 vad
oLrfu"B izu dty 05] vad 05 1/5 x 1 1/4 bdkbz 4 , oa 5 I s dty 05
cgfodYih; izu iwNs tkoxA

y?kq mRrjh; izu dty 0 2] vad 10 1/2 x 5 1/4 bdkbz 4 , oa 5 I s
, d&, d izu vkrfjd fodYi ds I kFk iz'u iwNs tkoxA

nh?kZ mRrjh; izu dty 0 2] vad 20 1/2 x 10 1/4 bdkbz 4 , oa 5 I s , d&
, d izu vkrfjd fodYi ds I kFk iz'u iwNs tkoxA

1/4 1/2 f}rh; iz'ui = dk I S) kfrd eW; kadu iwokud kj jgs xka

Under Graduate Semester wise Syllabus

As recommended by Central Board of Studies and approved by the Governor of M.P.

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Lukrd d{k{ksa ds fy; s l æLVj vuql kj i kB-; dæ
dnh; v/; ; u e.My }kjk vuq 'kkl r rFkk e- iz ds jkT; iky }kjk vuqekfnr

Session 201 4-2015

Class : B.A./B.Sc./B.Com . /B.Sc.(Home Science)/
BCA/B.A. (M gt.) 1 Year

Sem ester : I

Subject : Foundation Course (vk/kkj i kB-; Øe)

Paper : I

Title of Paper : ufrd ewY; vksj Hkk"kk (Moral Values & Language)

Compulsory/Optional : Compulsory

Max. Marks : 85 (M oral Education -15, Hindi -35, English -35)

Particulars / foj.k

Part - A

Unit – 1	नैतिक मूल्य 1. नैतिक मूल्य परिचय एवं वर्गीकरण— डॉ. शशि राय 2. आचरण की सभ्यता – सरदार पूर्ण सिंह	15
Unit – 2	हिन्दी भाषा 1. स्वतंत्रता पुकारती (कविता) – जयशंकर प्रसाद 2. जाग तुझको दूर जाना (कविता) – महादेवी वर्मा 3. उत्साह (निबंध) – रामचन्द्र शुक्ल 4. शिरीष के फूल (ललित निबंध) – हजारी प्रसाद द्विवेदी 5. वाक्य संरचना और अशुद्धियाँ (संकलित)	17
Unit- 3	हिन्दी भाषा 1. नमक का दारोगा (कहानी) – प्रेमचन्द्र 2. हार की जीत (कहानी) – सुदर्शन 3. भगवान बुद्ध (निबंध) – स्वामी विवेकानंद 4. लोकतंत्र एक धर्म है (निबंध) – सर्वपल्ली राधाकृष्णन 5. पर्यायवाची– विलोम शब्द, एकार्थी–अनेकार्थी शब्द, शब्दयुग्म (संकलित)	18
Part - B		
Unit- 4	English Language 1. John Keats : Ode to a Nightingale 2. Rabindra Nath Tagore : Where the Mind is Without Fear 3. Rajgopalachari : Preface to the Mahabharata 4. J.L. Nehru : Tryst with Destiny	17
Unit- 5	English Language Comprehension/ Unseen Passage Composition and Paragraph writing (Based on the expansion of an idea) Basic language skills : vocabulary, synonyms, antonyms, word formation, prefixes, suffixes, confusing words, misused words, similar words with different meanings. proverbs Basic language skills : Grammer and Usage, Tenses, Prepositions, determiners, countable/ uncountable nouns, verbs, articles and adverbs.	18

* सैद्धान्तिक परीक्षा हेतु उपरोक्तानुसार 85 (15+35+35) अंक और आन्तरिक मूल्यांकन (सीसीई) हेतु पृथक से 15 (5+5+5) अंक निर्धारित है।

Department of Higher Education, Govt. of M .P.

Under Graduate Semester wise Syllabus

As recommended by Central Board of Studies and approved by the Governor of M .P.

mPp f'k{kk foHkkx] e -iz 'kkl u

Lukrd d{kkvksads fy; s l æLVj vuql kj i kB-; dæ

dnh; v/; ; u e.My }kjk vuq 'kål r rFkk e- iz ds jkT; i ky }kjk vuqekfnr

Session 201 4-2015

Class	: B.A./B.Sc./B.Com . /B.Sc. (Hom e Science) / BCA/B.A. (M gt.) 1 Year
Sem ester	: I
Subject	: Foundation Course (vk/kkj i kB-; Øe)
Paper	: II
Title of Paper	: m ferk fodkl
Com pulsory/Optional	: Com pulsory
Max. M arks	: 50 (Theory 35+ CCE 15)

Particulars

इकाई - 1	उद्यमिता-परिभाषा, विशेषताएं एवं महत्त्व, एक उद्यमी के प्रकार एवं कार्य, उद्यमिता अभिप्रेरणा घटक।	
इकाई - 2	अ) लक्ष्य प्राप्ति की प्रेरणा एवं विचारों की स्थापना। लक्ष्य निर्धारण एवं चुनौती का सामना। समस्या समाधान एवं सृजनात्मकता। क्रमबद्ध योजना एवं क्षमता की दिशाबद्धता। आत्मविश्वास का विकास। ब) सम्प्रेषण कला। शब्दिक व अशब्दिक सम्प्रेषण प्रभावित करने की क्षमता। सम्प्रेषण की आधुनिक तकनीक	
इकाई - 3	अ) परियोजना प्रतिवेदन चुनी हुई प्रक्रिया का मूल्यांकन विस्तृत परियोजना प्रतिवेदन- आवश्यकता एवं प्रासंगिकता परियोजना प्रपत्र के प्रमुख भाग, परियोजना प्रतिवेदन तैयार करना। ब) संगठन के प्रकार का चयन-एकाकी व्यवसाय, साझेदारी एवं सहकारी समिति का अर्थ एवं विशेषताएं संगठन के चयन को प्रभावित करने वाले घटक। स) आर्थिक प्रबंधन वित्तीय संस्थान एवं बैंको की भूमिका, बैंकिंग, वित्तीय योजना, कार्यशील पूँजी-मूल्यांकन तथा प्रबंधन, लागत व मूल्य निर्धारण तथा लाभ कामूल्यांकन, आर्थिक लेखा-जोखा रखना।	

इकाई - 4	<p>अ) उत्पादन का प्रबंधन, कच्चा माल क्रय करने की प्रक्रिया</p> <p>चल सम्पत्ति/माल का प्रबंधन गुणवत्ता प्रबंधन कर्मचारी प्रबंधन पैकिंग</p> <p>ब) विपणन प्रबंधन</p> <p>विक्री एवं बेचने की कला</p> <p>बाजार की समझ एवं विपणन नीति</p> <p>उपभोक्ता प्रबंधन</p> <p>समय प्रबंधन</p>	
इकाई - 5	<ol style="list-style-type: none"> 1. नियामक संस्थाओं की भूमिका—जिला उद्योग केन्द्र, प्रदूषण निवारण मंडल, खाद्य एवं औषधि प्रशासन, विद्युत विभाग तथा नगर निगम का विशेषअध्ययन। 2. विकासात्मक संस्थाओं की भूमिका, खादी एवं ग्रामीण आयोग/बोर्ड, मध्यप्रदेश वित्त निगम, अनुसूचित बैंक, मध्य प्रदेश का महिला आर्थिक विकास निगम। 3. स्वरोजगार मूलक योजनाएँ – प्रधानमंत्री रोजगार योजना, स्वर्ण जयंती शहरी रोजगार योजना, रानी दुर्गावती स्वरोजगार योजना, दीनदयाल स्वरोजगार योजना। 4. विभिन्न अनुदान योजनाएँ— लागत पूँजी अनुदान, ब्याज अनुदान, प्रवेश कर से छूट, परियोजना प्रतिवेदन, प्रतिपूर्ति अनुदान आदि। 5. महिला उद्यमियों हेतु विशेष प्रेरणाएँ, संभावनाएँ एवं समस्याएँ। 6. मध्य प्रदेश आदिवासी वित्त विकास निगम की योजनाएँ, म.प्र. अन्त्यावसायी निगम की योजना, म.प्र. पिछड़ा वर्ग एवं अल्पसंख्यक वित्त विकास निगम की योजनाएँ। 	

* सैद्धान्तिक परीक्षा हेतु उपरोक्तानुसार 35 अंक और आन्तरिक मूल्यांकन (सीसीई) हेतु 15 अंक निर्धारित हैं।

Department of Higher Education, Govt. of M.P.
Under Graduate Semester wise syllabus
As recommended by Central Board/Studies and approved by the Governor
of M.P. Session 2014 -15

Class	-	B.A./B.Sc./B.Com./B.H.Sc./ B.A. (Mgt.) /B.C.A.
Subject	-	Foundation Course
Paper Title	-	Paper II : Development of Entrepreneurship
Semester	-	I
Compulsory/	-	Compulsory
Optional		
Maximum M arks	-	50 (Theory 35 + CCE 15)

Unit I : **Entrepreneurship** - Definition, Characteristics and importance, Types and functions of an entrepreneur, motivational factors of entrepreneurship.

Unit II : (a) Motivation to achieve targets and establishment of ideas. Setting targets and facing challenges. Resolving problems and creativity. Sequenced planning and guiding capacity, Development of self confidence.

 (b) Communication skills, Verbal & Non Verbal Communication, Capacity to influence, Modern Techniques of Communication.

Unit III : (a) Project Report - Evaluation of selected process. Detailed project report Preparation of main part of project report pointing out necessary and viability.

 (b) Selecting the form of Organisation – Meaning and characteristics of sole Proprietorship, Partnership and cooperative committees, elements affecting selection of a form of an organisation.

 (c) Economic management – Role of banks and financial institutions banking, financial plans, workingcapital -evaluation and management, keeping of accounts.

Unit IV: (a) Production management . Methods of purchase of Raw Materials. Management of movable assets/goods. Quality management. Employee management. Packing.

- (b) Marketing Management. Sales and the art of selling. Understanding the market and market policy. Consumer management. Time management.

Unit V:

- (a) Role of Regulatory institutions – District Industry Centre, Pollution Control Board, Food and Drug Administration, special study of Electricity Development and Municipal Corporation.
- (b) Role of development organizations, Khadi & village Commission/ Board, MP Finance Corporation, scheduled banks, MP Women's Economics Development Corporation.
- (c) Self-employment oriented schemes, Prime Minister's Employment schemes, Golden Jubilee Urban environment scheme, Rani Durgavati Self - Employment scheme, Pt. Deendayal Self -employment scheme.
- (d) Various grant schemes - Cost of Capital grant, interest grant, exemption from entry tax, project report, reimbursement grant, etc.
- (e) Special incentives for Women Entrepreneurs, prospects & possibilities.
- (f) Schemes of M.P. Tribal Finance Development Corporation, schemes of M.P. Antyavasai Corporation, schemes of M.P. Backward Class and Minorities Finance Development Corporation.

BARKATULLAH UNIVERSITY, BHOPAL

PAPER CODE: BCA 101

COMPUTER FUNDAMENTALS

Max Marks: 85

UNIT 1

INTRODUCTION OF COMPUTERS: Computer System, System Characteristics and capabilities, Types of Computers: Analog, Digital (Micro, Mini, Mainframe & Super Computers), Generation of Computers.

UNIT 2

COMPUTER ORGANISATION: Block Diagram of Computer and its functional units.

INPUT DEVICES - Keyboard, Scanner, Mouse, Light Pen, Bar Code Reader, OMR, OCR, MICR., Track ball, Joystick, Touch Screen etc.,

OUTPUT DEVICES: Monitors - Classification of Monitors based on Technology (CRT Monitor & Flat panel LCD Monitor), Printers - Dot Matrix Printer, Ink Jet Printer, Laser Printer and Plotters, Types of Plotters - Drum Plotter and Flat Bed Plotters, LCD Projectors.

STORAGE DEVICES: Magnetic tapes, Floppy Disks, Hard Disks, Compact Disc - CD-ROM, CD-RW, VCD, DVD, DVD-RW.

UNIT 3

PROGRAMMING LANGUAGES: History, Classifications - Low Level, Assembly & High Level languages, Advantages & Disadvantages Programming Languages.

UNIT 4

TYPES OF SOFTWARE: System Software - Translators(Compilers, Interpreters, Assemblers), Operating System, Linkers, Libraries & Utilities, Application Software - Packaged & Tailored Softwares.

OPERATING SYSTEMS: Introduction, Types of O.S. - Single User, Multi User - Multi Programming, Multi Tasking, Real Time, Time Sharing, Batch Processing, Parallel Processing, Distributed Processing.

UNIT 5

PROGRAM PLANNING: Purpose of Program Planning, Steps in Program Development, Characteristics of a Good Program, Algorithms, Flow Charts through examples.

TEXT BOOK:

1. COMPUTER FUNDAMENTALS BY *P.K. SINHA*
2. OPERATING SYSTEM BY *Peterson*

Reference Books:

1. EASY APPROACH TO COMPUTER COURSE BY *G.K. IYER*
2. COMPUTER TODAY BY *S.K. BASANDRA*
3. OPERATING SYSTEM BY *Godbole*
4. 'O' LEVEL PROGRAM MING CONCEPTS & SYSTEMS BY *V.K. JAIN*

BARKATULLAH UNIVERSITY, BHOPAL

PAPER CODE: BCA 102

PC SOFTWARE

Max Marks: 85

UNIT I

Microsoft Disk Operating System : Introduction, History and Versions of DOS, Fundamentals of DOS, Booting Process, Internal DOS Commands, Files and Directories, Elementary External DOS Commands : Scandisk, Format, DiskCopy, Tree, Deltree, Fdisk, More, Edit, Mem, Creating Batch Files.

Introduction to Windows: Control Panel & Accessories.

UNIT II

Introduction to Word Processing (MS Word): Advantages of Word Processing, Introduction and Installation, Editing a File, Using Paragraph Styles, Copying a block to another File, Newspaper Style Columns, Using Macro.

UNIT 3

Advanced Word Processing: Headers And Footers, Finding Text, Setting Up Printers, Printing & its formatting, Mail Merge And Other Applications, Mathematical Calculations.

UNIT 4

Introduction To Spreadsheet (Excel): Definition And Advantages of Electronic Worksheet, Working on Spreadsheets, Range & Related Operations, Setting, Saving And Retrieving Worksheet File, Inserting, Deleting, Copying And Moving Of Data Cells, Inserting And Deleting Rows & Columns, Erasing The Worksheet.

Print preview of Worksheet, Page Margins, setting & adding headers & footers before printing, removing grid lines from printout, printing the title rows.

UNIT 5

Functions and Other Features: Classification And Usage Of Various Built -In-Functions In Worksheet, Passwords, Protecting A Worksheet Or Range, Transferring Data To And From Non Worksheet Files, Database Handling, Creating, Naming & Executing Macros In Worksheet Using @ If To Make A Formula, Default Settings.

TEXT BOOK:

P C Software by *R K Taxali* , TMH

Reference Books:

1. Windows Based Computer Courses BY *Gurvinder Singh & Rachpal Singh*
2. MS-OFFICE INTERACTIVE COURSE BY *GREG PERRY* , TECHMEDIA
3. UNDERSTANDING COMPUTER FUNDAMENTALS & DOS BY *G.K. IYER*
4. WINDOW S MANUAL

BARKATULLAH UNIVERSITY, BHOPAL

PAPER CODE: BCA 103

DIGITAL COMPUTER ELECTRONICS

Max Marks: 85

UNIT I

Representation of information, Number System: Binary, Octal, Hexadecimal, Conversions from one base to another base, Binary Arithmetic, Unsigned binary number, signed magnitude number, 2's complement representation, 2's complement arithmetic, ASCII Code, BCD Code, EBCDIC Code, Excess -3 Code and Gray Code.

UNIT II

Basic logic designs: Logic gates – AND, OR, NOT, NOR, NAND, XOR gates and their Truth Tables, Boolean algebra, Minimization techniques, Karnaugh map, SOP and POS forms, Combinational circuit design with gate: multiplexers & demultiplexers, Encoder -Decoder, Adders and Subtractors, Flip flops : RS, JK, Master slave flip flops, Introduction to counters and registers .

UNIT III

Memory: Memory cell, Primary memory— RAM, ROM , PROM, EPROM, EEPROM, Cache memory, Secondary Memory and its types, Introduction to physical memory and Virtual memory, memory accessing methods : serial and random access.

UNIT IV

Buses, Word Length of a Computer, Processing speed of a computer, Microprocessor, User Interface, Hardware, Software and Firmware concepts, General architecture of CPU, Instruction Format, Data transfer instructions, Data Manipulation instructions, Program control instructions.

Types of CPU organization: Accumulator based machine, Stack based machine and general -purpose register based machine, addressing modes: Direct, indirect, immediate, register and relative addressing modes.

UNIT V

Data transfer schemes: (1) Programmed data transfer-- synchronous, asynchronous and interrupt driven data transfer scheme, (2) Direct memory access data transfer.

TEXT BOOKS :-

1. Digital Principles and applications by *Malvino & Leach*
2. Computer Fundamentals and Architecture by *B.Ram*

Reference Books :

1. Computer System Architecture by *M.Morris Mano*
2. Digital Computer Electronics by *Malvino & Brown*
3. Digital Computer Fundamentals by *Bartee .*

BARKATULLAH UNIVERSITY, BHOPAL

PAPER CODE: BCA 104

COMMUNICATION and MANAGEMENT

Max Marks: 85

UNIT I

Introduction: Communication – Definition, Nature, Objectives, Importance to Managers, Communication Theories and Processes. Symbiotic Interactionism. Information Theory, Transaction theory, Elements of Communication. Importance of Feedback.

UNIT II

Dimensions of Communication & Directions of Communication, Media/ Means of Communication – Verbal (oral & written), Non-verbal Oral Communication, Effective Listening, Principles of Effective Communication.

UNIT III

Non-Verbal Communication – Gesticulation, sign language / Visual and audio elements, Channels of Communication— Formal, Informal/ Grapevine, Barriers to communication, Oral Business Communication – Speeches, Interviews, Group Discussions, Conference.

UNIT IV

Written Business Communication –Concept, Advantages, Disadvantages and Importance, Need of business letters, Kinds of business letters, Writing Skills, Essentials of an effective business letter, structure of a business letter, Enquiries, Replies, Orders, Credit and Reference letters, Supply letters, Dunning letters, Sales letters, Circular letters.

UNIT V

Drafting –Official letters, D.O. letters, application for jobs. Report Writing –Importance of reports, Types of Business reports, Chairman's Speech, Reports of Committees. Modern Forms of Communication— fax, E-Mail, Video Conferencing, (International Communication Adapting to Global business).

TEXT BOOKS :-

1. Business Communication - Sahitya Bhawan Publication.

References: -

1. Business Communication by Virendra Kumar.
2. Business Communication & Organisation Management By Rohini Agalwal.

BARKATULLAH UNIVERSITY, BHOPAL

PAPER CODE: BCA 105 DOS & MS OFFICE (PRACTICAL + VIVA)

**M.M. : 25+25
(Practical + Viva)**

DOS:

1. Use DOS commands for the following purpose from the root directory:
 - a. Create a directory 'College'
 - b. Go to the college directory
 - c. Copy all document files from root directory to college directory
 - d. Delete the 'College' directory
2. Create a text file and type your name and address in 3 lines and save it using DOS prompt.
3. Create a batch file to execute MS Word application.
4. Use specific DOS commands for the purpose as mentioned below:
 - a. View the files stored in the root directory
 - b. List the complete details of all the files in ascending order
 - c. View the files according the file type
 - d. Rename all '.txt' files with extension '.axt'
5. Create a Path command from the root directory to run a batch file stored in your working directory.

MS Word

1. Design your College Banner.
2. Write your syllabus of PC Software using formatting & Editing properties as mentioned in your syllabus – Cut, Copy, Paste, Bold, Underline, Indentation, Font Size, Paragraph line spacing.
3. Write an appointment letter for Marketing Executive of 'ABC Company' using the company's letterhead.
4. Using ClipArt & WordArt, insert images in your document and design it with text special effects and background effects.
5. Write your bio -data using formatting tools—colors, numbers/bullets, alignment, border.
6. Write a birthday invitation to your friends using mail merge.
7. Create a macro to print the College name 'Sri Sathya Sai College for Women, Bhopal'.
8. Design your Timetable using Table and its formatting features.

MS Excel

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

संस्कृत विश्वविद्यालय, भोपाल

Barkatullah University, Bhopal

As per model syllabus of U.G.C. New Delhi,



विज्ञान विभाग

Faculty of Science

(Approved by Computer Science BOS)

Syllabus & Prescribed Books

B.C.A. Semester Examination

2014 - 15

Second Semester

(10+2+3)

संस्कृत विश्वविद्यालय, भोपाल

संस्कृत विश्वविद्यालय, भोपाल

COURSEWISE SCHEME

SECOND SEMESTER

- | | |
|----------------------------------|---|
| 1. Course Code : | 7. Maximum marks : 600 |
| 2. Course Name : B.C.A. | 8. Minimum Passing percentage : 33 |
| 3. Total Subject : 6 | 9. Project Marks : N |
| 4. Compulsory Subject : 6 | 10. Project Passing marks : N |
| 5. Practical + viva : Y | |
| 6. Project : N | |

Sub. Code	Subject Name	Theory						Practical		Total		
		Paper			CCE		Total Marks					
		1	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min
Compulsory												
69	Foundation Course											
	(i) Moral Values & Language -II	85	85	28	15	05	100	33	0	0	150	50
	(ii) Development of Entrepreneurship -II	35	35	12	15	05	50	17	0	0		
	Business Mathematics	85	85	28	15	05	100	33	0	0	100	33
	Desktop Publishing (DTP)	85	85	28	15	05	100	33	0	0	100	33
	Programming in 'C'	85	85	28	15	05	100	33	0	0	100	33
	Management Accounting	85	85	28	15	05	100	33	0	0	100	33
	Page Maker 'C'	0	0	0	0	0	0	0	25	09	25	09
	Programming Practical + Viva	0	0	0	0	0	0	0	25	09	25	09

I = 2014&15 I s ykxw gksus okys vk/kkj i kB~; dæ dh I setVjokj 0; oLFkk

SEM ESTER	PAPER -I (100 M ARKS)		
	TITLE	INTERNAL	THEORY
SECOND	uſrd eY; vksj Hkk"kk & II (Moral Values & Language -II)	15 Part -A : Moral Values + Hindi = 05+05=10 M arks Part -B : English = 5 Marks	85 Part -A : Moral Values + Hindi = 15+35=50 Marks Part -B : English = 35 Marks
	PAPER -I (100 M ARKS)		
	TITLE	INTERNAL	THEORY
	m ferk fodkl & II (Developm ent of Entrepreneurship -II)	15 M arks	35 M arks

v½ i R; d LetVj ds i fke iz'ui = esa fuEu rhu i kB; fo"k; fuEukuq I kj

I ekfgr gkxa %

1½ uſrd eY; & bdkbz & 1

2½ fgUnh Hkk"kk & bdkbz & 2 , oa 3

3½ vksj & bdkbz & 4 , oa 5

ck½ i R; d LetVj dk f}rh; iz'ui = iokud kj dny 50 vdkA dk jg,xkA

eY; kadu , oa ijh{kk 0; oLFkk

vkrfjd eY; kadu

i fke iz'ui = ds vkrfjd eY; kadu esa fuEukuq I kj 0; oLFkk jg,xkA

1½ bdkbz 1 uſrd eY; ½ & 05 vad

2½ bdkbz 2 , oa 3 ½ fgUnh Hkk"kk ½ & 05 vad

3½ bdkbz 4 , oa 5 ½ vksj Hkk"kk ½ & 05 vad

f}rh; iz'ui = ds vkrfjd eY; kadu esa fuEukuq I kj 0; oLFkk jg,xkA

bdkbz 1 I s 5 rd & 15 vad

1 S) kfrd eW; kadu

1/4 1/2 i Fke iz'ui = dk I S) kfrd eW; kadu rhu ?k Vka esa fd; k tko xka bl izui = esa nks [k.M v rFkk c gk xs bl gsrq ijh{kkFkhZ dks nks mRrj iqfLrdk, a iFkd& iFkd nh tko xhA [k.M&v gsrq izFke mRrj iqfLrdk esa i Fke rhu bdkbz; ka 1/4 sfrd eW; , oa fgluh Hkk"kk 1/2 dks I fEefyr djrs gq, mRrj nus ckr LFkku fu/kkZfjr jg xka bl h izdkj [k.M&c gsrq f}rh; mRrj iqfLrdk esa bdkbz 4 , oa 5 1/4 xsth Hkk"kk 1/2 dks I fEefyr djrs gq LFkku jgs xka vadkdk foj.k fuEkuqf kj g%&

1/4 1/2 [k.M&v izFke mRrj iqfLrdk 1/4 sfrd eW; , oa fgluh Hkk"kk 1/2 &50 vad oLrqu"B izu dty 05] vad 05 1/5 x 1 1/4 dty bdkbz 2 , oa 3 I s dty 05 cgfodYih; izu iwNs tkoxA

y?kq mRrjh; izu dty 03] vad 15 1/3 x 5 1/4 bdkbz 1] 2 , oa 3 I s , d&, d izu vkrfjd fodYi ds I kFk iz'u iwNs tkoxA

nh?kZ mRrjh; izu dty 03] vad 30 1/3 x 10 1/4 bdkbz 1] 2 , oa 3 I s , d&, d izu vkrfjd fodYi ds I kFk iz'u iwNs tkoxA

1/2 1/2 [k.M&c f}rh; mRrj iqfLrdk 1/4 xsth Hkk"kk 1/2 &35 vad oLrqu"B izu dty 05] vad 05 1/5 x 1 1/4 bdkbz 4 , oa 5 I s dty 05 cgfodYih; izu iwNs tkoxA

y?kq mRrjh; izu dty 0 2] vad 10 1/2 x 5 1/4 bdkbz 4 , oa 5 I s , d&, d izu vkrfjd fodYi ds I kFk iz'u iwNs tkoxA

nh?kZ mRrjh; izu dty 0 2] vad 20 1/2 x 10 1/4 bdkbz 4 , oa 5 I s , d& , d izu vkrfjd fodYi ds I kFk iz' u iwNs tkoxA

1/4 1/2 f}rh; iz'ui = dk I S) kfrd eW; kadu iwokZuqf kj jgs xka

Department of Higher Education, Govt. of M.P.

Under Graduate Semester wise Syllabus

As recommended by Central Board of Studies and approved by the Governor of M.P.

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dnh; v/; ; u e.My }kjk vuq 'kfl r rFkk e- iz ds jkT; iky }kjk vuqekfnr

Session 201 4-2015

Class	: B.A./B.Sc./B.Com . /B.Sc. (Hom e Sciece)/BCA/ B.A. (M gt)1 Year
Sem ester	: II
Subject	: Foundation Course (vk/kkj i kB-; Øe)
Paper	: I
Title of Paper	: ufrd ewY; vksj Hkk"kk (Moral Values & Language)
Com pulsory/Optional	: Com pulsory
Max. M arks	: 85 (M oral Education -15, Hindi -35, English -35)

Part - A

Unit – 1	नैतिक मूल्य 1. अंतज्ञान और नैतिक जीवन – सर्वपल्ली राधाकृष्णन 2. अप्प दीपो भव. – स्वामी श्रद्धानंद 3. बुद्ध की करुणा – डॉ. सद्दा तिरस्त	15
Unit – 2	हिन्दी भाषा 1. भारत वन्दना (कविता) – सूर्यकांत त्रिपाठी 'निराला' 2. पुष्प की अभिलाषा (कविता) – नाखनलाल चतुर्वेदी 3. अकाल और उसके बाद (कविता) – नागार्जुन 4. निर्माल्य (ललित निबंध) – विद्यानिवास मिश्र 5. मानक हिन्दी का स्वरूप (संकलित)	17
Unit- 3	हिन्दी भाषा 1. अफसर (व्यंग्य) – शरद जोशी 2. भोलाराम का जीव (व्यंग्य) – हरिशंकर परसाई 3. भारत का सामासिक व्यक्तित्व (चिंतनपरक) – जवाहरलाल नेहरू 4. भारत देश और उसके निवासी (विश्लेषणपरक) – रामधारी सिंह दिनकर 5. पल्लवन और संक्षेपण (संकलित)	18
Part - B		
Unit- 4	English Language 1. William Wordsworth : The Solitary Reaper 2. A Song of Kabir- Translated by Tagore 3. Khushwant Singh : The Portrait of a Lady 4. Mahatma Gandhi : Satyagraha	17
Unit- 5	English Language Comprehension, Unseen Passages, Report- writing, Composition, Short Essay, Paragraph Writing (Based on the expansion of an idea) Basic language skills : vocabulary, synonyms, antonyms, word formation, prefixes, suffixes, confusing words, similar words with different meanings, proverbs, situational conversations like conversation at the post office, bank, market place, railway station, college etc. Basic language skills : Grammer and Usage, Tenses, Prepositions, determiners, countable/ uncountable nouns, verbs, articles and adverbs	18

* सैद्धान्तिक परीक्षा हेतु उपरोक्तानुसार 85 (15+35+35) अंक और आन्तरिक मूल्यांकन (सीसीई) हेतु पृथक से 15 (5+5+5) अंक निर्धारित है।

Department of Higher Education, Govt. of M .P.

Under Graduate Semester wise Syllabus

As recommended by Central Board of Studies and approved by the Governor of M .P.

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dnh; v/; ; u e.My }kjk vuq 'kål r rFk e- iz ds jkT; i ky }kjk vuqekfnr

Session 201 4-2015

Class : B.A./B.Sc./B.Com . /B.Sc. (Hom e Science) /
BCA/B.A. (M gt.) 1 Year
Sem ester : II
Subject : Foundation Course (vk/kkj i kB-; Øe)
Paper : II
Title of Paper : m |ferk fodkl
Com pulsory/Optional : Com pulsory
Max. Marks : 50 (Theory 35+ CCE 15)

Particulars

Unit – 1	उद्यमिता का आशय, मत, उद्यमिता के गुण, सफल उद्यमी के गुण	
Unit – 2	उद्यमिता के प्रकार, महत्व और विभिन्न विद्वानों के मत लक्ष्य निर्माण, लक्ष्य कैसे प्राप्त करें। लक्ष्य प्राप्ति में समस्याएं, उनका समाधान स्वप्रेरणा, स्वप्रेरणा के तत्व और विकास विभिन्न विद्वानों के मत, आकलन, निष्कर्ष नेतृत्व समता, उसका विकास और प्रतिफलन	
Unit- 3	परियोजनाएं तथा विभिन्न संगठन (शासकीय-अशासकीय) शासकीय परियोजनाएं अशासकीय परियोजनाएं बैंकों का योगदान, उनकी सीमाएं, क्षेत्र	
Unit- 4	अच्छे उद्यमी के कौन-कौन से कार्य, गुण, प्रबंधन इत्यादि अच्छे उद्यमी के गुण आधुनिक और पूर्ववर्ती उद्यमी की प्रबंधन कला उद्यमी के प्रेरक तत्व	
Unit- 5	उद्यमी की समस्याएं, क्षेत्र पूँजी की समस्या शक्तिकरण की समस्या पूँजीयन की समस्या प्रशासनिक समस्याएं	
	स्वामित्व की समस्याएं इत्यादि	

* सैद्धान्तिक परीक्षा हेतु उपरोक्तानुसार 35 अंक और आन्तरिक मूल्यांकन (सीसीई) हेतु 15 अंक निर्धारित हैं।

Department of Higher Education, Govt. of M .P.

Under Graduate Semester wise Syllabus

As recommended by Central Board of Studies and approved by the Governor of M .P.

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dnh; v/; ; u e.My }jkk vuq 'kål r rFkk e- iz ds jkT; i ky }jkk vuqekfnr
Session 201 4-2015

Class : B.A./B.Sc./B.Com . /B.Sc. (Hom e Science) /
BCA/B.A. (M gt.) 1 Year
Sem ester : II
Subject : Foundation Course (vk/kkj i kB-; Øe)
Paper : II
Title of Paper : Developm ent of Entrepreneurshp
Com pulsory/Optional : Com pulsory
Max. M arks : 50 (Theory 35+ CCE 15)

- Unit I :** **Entrepreneurship** -Meaning, Concept, Characteristics of entrepreneur, Qualities of Successful Entrepreneurs
- Unit II:** Types of entrepreneurship, im portance and views of various thinkers (Scholars).
- Form ation of goals, How to achieve goals.
- Problem s in achieving targets and solution.
- Self m otivation, elem ents of self m otivation and developm ent.
- Views of various scholars, evaluation, solutions.
Leadership capacity: Its developm ent and results.
- Unit III :** Projects and various organisations (Govt., non -Govt.), Govt. Projects, Non - Govt. projects. Contribution of Banks, their limitations, scope.
- Unit IV :** Functions, qualities, m anagem ent of a good entrepreneur. Qualities of the entrepreneur (M odern and traditional).
Managem ent skills of the entrepreneur.
Motive factors of the entrepreneur.
- Unit V:** Problem s and Scope of the Entrepreneur :
-Problem of Capital
-Problem of Power
-Problem of Registration
-Adm inistrative problem s
-Problem s of Ownership.

BARKATULLAH UNIVERSITY, BHOPAL
PAPER CODE: BCA 201
BUSINESS MATHEMATICS

Max Marks: 85

UNIT 1

Trigonometry: Angles & their Measurement, Values of Trigonometric Ratios and their Graphical Representations, Height and Distances.

UNIT 2

Theory of Indices, Definition & Types of Matrices, Special Matrices, Elementary Transformation of Matrices, Sparse Matrices.

UNIT 3

Frequency Distribution, Histogram, Measure of Central Tendency, Mean, Mode, Median, Standard Deviation.

UNIT 4

Determinant And Matrices, Special Matrices, Inverse of a Matrix.
Ratio And Proportion, Percentage, Commission & Brokerage, Discount, Profit & Loss.

UNIT 5

Limits & Continuity, Limits of Functions, Infinite Limits, Limits at Infinity, Continuous Function, Differentiation of 1st and 2nd Order, Integration – finite, infinite, addition, subtraction & multiplication.

Text Books:

1. Business Mathematics BY *S.M.SHUKLA* .
2. Fundamental of Statistics BY *ELHANCE & ELHANCE* .

Reference Books :

1. Mathematical Statistics BY H.S.SHARMA
2. Differential & Integral Calculus BY RAY & SETH
3. Matrices BY RAY & SETH.

BARKATULLAH UNIVERSITY, BHOPAL

PAPER CODE: BCA 202

DESK TOP PUBLISHING

Max Marks: 85

UNIT I

Why Graphics? Various Types of Graphics Programs, Drafting Packages, DTP Package, Microsoft Windows. Various Documentation cum DTP Packages e.g. Word Perfect, Microsoft Word Etc.

UNIT II

Introduction To Pagemaker / Ventura or a similar Package. Preparation of Document Using DTP Package.

UNIT III

Text Formatting, Different Page Layouts, Printing Various Fonts And Character Sets. Various types of Printers used in DTP.

UNIT IV

Introduction to Commercial DTP System available in market, Indian Language Fonts, Creation of Indian Language Fonts.

UNIT V

Import & Export of Documents created by other Word Processors, Spelling Check, Designing exercise like Visiting Card, Greeting Cards etc.

Text Books:

1. Desktop Publishing on PC by M C Sharma, BPB Publication.
2. PAGE MAKER 6 BY BPB PUBLICATIONS.

Reference Books :

1. PAGE MAKER – MANUAL .
2. 'O' LEVEL MODULE 3.2 DESKTOP PUBLISHING & PRESENTATION GRAPHICS BY V K JAIN, BPB PUBLICATIONS..

BARKATULLAH UNIVERSITY, BHOPAL
PAPER CODE: BCA 203
PROGRAMMING IN 'C'

Max Marks: 85

UNIT I

Program Logic development Using algorithm and Flowchart, Historical development of 'C', constants, variables and keywords, 'C' instructions.

Data types – int, float, double, char, void, short, long, long double, signed, unsigned.

UNIT II

Decision control structure: - if statement, if -else statement , the conditional operators.

Case control structure: switch statement, goto statement .

'C' operators: Arithmetic, relational and logical .

Development of 'C' program using Decision control & Case control structure.

UNIT III

Operators: - Increment and Decrement operators, Bitwise operator, Operators precedence, arithmetic and logical expressions evolution.

Loop Control Structure: - for loop, while loop and do -while loop, Break statement, continue statement.

Development of 'C' programs using loops.

UNIT IV

Arrays: One dimension array, 2D array, 3D array, Introduction to Pointers.

Functions: Function declaration and prototypes, Passing values between functions: - call by value.

Development of 'C' programs using Arrays, functions.

UNIT V

Storage classes in 'C', Structures: - declaring a structure, accessing structure element, how structure elements are stored, array of structures, union.

Text Books:

1. Let US C by Yashwant Kanitkar
2. Programming in C by E. Balaguruswami

Reference Books:

1. Schaum's Series 'C' Programming
2. The complete reference in C/C++ Herbert Shield
3. Working with C by Yashwant Kanitkar

BARKATULLAH UNIVERSITY, BHOPAL
PAPER CODE: BCA 204
MANAGEMENT ACCOUNTING

Max Marks: 85

UNIT I

Introduction and Purpose of Accounting and Uses of Accounting Information, Basic Accounting Concepts, Accounting Structure, Process of Accounting, Journal, Ledger & Trial Balance based on Double Entry Book – Keeping.

UNIT II

Valuation of Assets and Depreciation Methods: Straight Line Method, Diminishing Balance Method, Sinking Fund Method, Insurance Method and Aunty Method.

UNIT III

Practical System of Accounting: Cash Book, Sales & Purchase of Goods, Bills of Exchange, Bank Reconciliation Statement.

UNIT IV

Preparation of Financial Statements: Income Statement (Profit & Loss Account), Statement of Financial Position (Balance Sheet) and Adjustment.

UNIT V

Analysis of Financial Statements – Financial Ratio.

Reference Books:

1. Management Accounting BY *HINGORANI, GREWAL*.
2. Financial Management BY *KHAN & JAIN* .
3. Management Accounting by Shashi K Gupta, S Chand Publication.
4. Financial Accounts by Dr S M Shukla, Sahitya Bhavan Publications.

BARKATULLAH UNIVERSITY, BHOPAL

PAPER CODE: BCA 205

PAGE MAKER, C PROGRAMMING

M.M. : 25+25
(Practical + Viva)

PageMaker

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

'C' Programming

1. Program to find roots of quadratic equations.
2. Program to Raise X to the power N.
3. Program for Generating Histogram.
4. Program to Add Digits of a number.
5. Program to check whether a number is prime.
6. Program to print a given number in Reverse order.
7. Program for Finding GCD of two numbers.
8. Program to generate Fibonacci series.
9. Program for Reversing an Array.
10. Program to calculate factorial of a given number.
11. Program to add series $1+x+x^2+x^3+\dots+x^n$.
12. Program for linear search.