DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.

REGULATION – 1473 pertaining to :-

[1] Compulsory "Computer Course" of 100 Marks [as per directives of State Govt.].

[2] Compulsory "Six Months Course in Environmental Science" of 100 Marks [as per directives of Supreme Court].

WITH   SYLLABI

[Effective from 2008 and onwards]

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

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CIRCULAR NO.ACAD/NP/COMP.SCI./ENV.SCI./ 01 /2008

It is hereby informed to all the concerned that the **Academic Council at its meeting held on 11-06-2008 has accepted the Regulation-1473 pertaining to :-**

[1]   Compulsory "Computer Course"

and

[2]   Compulsory "Six Months Course in Environmental Science" of [each of 100 Marks] at U.G. level.

The following issues have been incorporated in the Regulation-1473:-

a]	*Scheme of Examination,*
B]	*Fees Structure for Each Course,*
C]	*Eligibility of the Faculty,*
D]	*Remuneration to the teachers as per State Government rules.*

This is effective from the Academic Year 2008-2009 and onwards.

The enclosed Regulation-1473 and the syllabi of [1] Compulsory "Computer Course" and [2] Compulsory "Six Months Course in Environmental Science" are also available on University Website **www.bamu.net.**

All the concerned are requested to note the contents of this Circular for their information and necessary action.

University Campus,
Aurangabad-431 004.
REF.NO. ACAD/NP/COMP.SCI.
    ENV.SCI./2008/
      6587-6786
Date:- 20-06-2008.

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DEPUTY REGISTRAR,
[ACADEMIC].

* * * * *

Copy forwarded with compliments to:-

1]   The Principals, affiliated concerned Colleges,
Dr. Babasaheb Ambedkar Marathwada University

Copy to :-

1]   The Controller of Examinations,
2]   The Finance and Accounts Officer,
3]   The Assistant Supdt. [B.A./B.Com./B.Sc./ Professional & Co-ordination Unit] Examination Branch.

A.C. *dt* 10-12-2008
-73-

Encl to Item No. (   )

M.C. dt. _____

Dr. Babasaheb Ambedkar Marathwada University

AMENDED REGULATION-1473:-

Pertaining to "[1] Compulsory "Computer Course" and [2] Compulsory "Six Months Course in Environmental Science of 100 Marks" each at Under Graduate level.

[1] The University will conduct the Examinations of [1] Compulsory "Computer Course" and [2] Compulsory "Six Months Course in Environmental Science of 100 Marks each.

[2] [a] The Examination of Compulsory "Computer Course" shall be conducted at First Year Degree level.

[b] The Examination of Compulsory "Six Months Course in Environmental Science" shall be conducted from the Second Year Degree Course.

[4] It is Compulsory to Pass these Examinations upto Third Year, otherwise the student will not be permitted to appear for final examination.

[5] The Teaching Workload will be as per syllabus.

[6] There shall be following Scheme of Examination

For "Computer Science" :-

		Duration of Exam. (Hrs.)	Max. Marks	Minimum Marks for Passing
[a]	Theory	02	50	25
[b]	Practical	04	50	25
[c]	The medium of instructions will be English.		

[7] Theory papers will be objective type. All the questions are compulsory;-

   a) The Practical consist of a Seminar :-   Marks-05
   b) The Practical General   :-   Marks-10
   c) Viva-voce   :-   Marks-10
   d) Practical Examination   :-   Marks-25

S-SYLL. OF COMP.COUR & ENV. SCI.   - 3 -

[8] **Following shall be the Scheme of Examination**

For Compulsory "Six Months Course in Environmental Science".

		Exam. Duration Hrs.	Max. Marks	Minimum Marks for Passing
[a]	Theory	2 ½	75	26
[b]	Field Work	--	25	09
[c]	The medium of instructions will be English / Marathi.			

The marks obtained by the students in this Examination be shown separately in the marks sheet of the students.

The Practical Exam. of these courses may be conducted at college level and the mark list be forwarded to the University.

[9] The following fees Structure for Compulsory "Six Months Course in Environmental Science" and Compulsory "Computer Course" :-

    [a]   Total Fees for each course per student ::   Rs.200/-

    [b]   University examination fees per Student::   Rs.50/- per course.

    [c]   The amount of fees per student kept ::   Rs.150/- with the college for remuneration, conducting Practical Examination and administrative charges etc.

    [d]   Since examinations are conducted by the University, appointment of Co-ordinator is not necessary.

[10]   Eligibility of the teacher to be appointed for "Computer Science" Course as under :-

    [a]   M.Sc.(Comp.Sci.) I.T., M.C.M. and M.C.A.

        If such candidates are not available, teachers in the subject of Physics, Electronics may be considered.

For Compulsory "Environmental Science"

A teacher having one of the following Degrees :-
M.Sc.(Env. Science), M.Phil., Ph.D. may be appointed to teach this subject.

If such candidates are not available, teachers in Botany, Zoology and Chemistry may be considered for the teaching.

[11] **Remuneration :-**
The concerned teachers may be appointed on Clock Hour Basis @ Rs. 85/- per period of 50 Minutes duration as per Govt. guidelines.

The following students have been **exempted from the Examinations :-**

For Compulsory "Computer Science".

[i] Passed Standard-XII with "Computer" or "I.T." as an Optional Subject.

[ii] Passed MS-CIT, Certificate Course in "Computer, I.T. OR Diploma in Computer Science / I.T..

[iii] Having Optional "Computer Science or I.T." subject at Degree level.

For "Compulsory "Six Months Course in Environmental Science"

[iv] The students of B.F.A. and B.Ed. Degree Courses have been exempted from these exams.

[v] Having Optional "Environmental Science" subject at Degree level.

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A.C. Dt. 11-06-2008

D.R. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.

Syllabus

COMPULSORY "COMPUTER COURSE"

[Effective from – 2008-2009]

Price : Rs.   /-

OBJECTIVE :-

   The Course is designed to aim at imparting a basic level appreciation programme to graduate students in computer. After completing the course the student is able to use the computer for basic purposes of preparing letters, bio-data, internet, sending mails, searching information on www, presentation of project maintaing accounts etc.

SYLLABUS

The theory as well as practical aspects of following topics will be taught. Corresponding practical classes should follow each theory topic. Each practical be recorded properly in the Record Book and be checked and signed by the concerned teachers of theory classes and practical classes both.

Part-1

[1]   Introduction to Computers :-
   * Functions and Components of Computer   05 Hours
   * Types of Computers
   * Characteristics of Computers
   * What Computers can do
   * What Computers cannot do
[2]   Input and Output Devices
      Input Devices
      Output Devices
[3]   Auxiliary Storage Devices
[4]   Representation of data / information concepts of data processing
      Definition of information and data
      Basic Data Types

PART-2
INTRODUCTION TO WINDOWS
[6]   Basic Dos Commands   10 Hours
      Comparison of DOS and Windows
      Switching between DOS and Windows
      Basic DOS commands: File / Directory, Manipulations, Copy , Delete Formatting a Floppy.
[5]   Introduction to Window
      Starting Windows
      Handling the Mouse
      Window Controls

Using Menus
Dialog Boxes
Getting Help from Windows
Windows Settings dates and Sound
Right Button of Mouse
Creating short cuts
Windows set up
Notepad
Window Accessories :
CD writer

PART 3
WORD PROCESSES

[6] Introduction of word Processing   15 Hours
      Basic Features
      Full-featured Word Processors
      Conclusion
[7] Basics
      Starting Word
      Menus and Toolbars
      Creating, Editing and Saving a Word
      Document
      Using Word Help
[8] Working with Text-Further Techniques
      Opening a Document
      Moving   Multiple   Text   Selections
      Simultaneously
      Link Documents
[9] Word Advanced Topics
      Creating a Table
      Working with Graphics
      Mail Merging
      Previewing and Printing a Document
      Shrink a Document to Fit into One Page

PART 4
Excel

[10] Introduction to Electronic Spreadsheets   15 Hours
       Electronic Spreadsheets
       Spreadsheet Packages
       Conclusion
[11] Excal Basics
       Starting Excel
       Navigating in a Workbook

     Data Entry-Manual and Automatic
     Correcting Mistakes-Spelling Checker,
     Undo and Redo Changes
     Using Excel Help

[12] Formatting the Worksheet
     Workbook File Properties
     Naming the Worksheets
     Entering Labels and Adjusting Layout
     Adding Comments and Data Validation
     Adding Pictures
     Changing Cell Alignment and Wrapping
     Formatting Cells
     Formatting Numbers and Dates
     Adding headers and Footers
     Previewing and Printing a Worksheet

[13] Formulas, Functions and Graphs
     Naming a Range of Cells
     Creating and Using Formulas
     Using Excel Functions
     Creating Graphs and Charts

PART 5
POWERPOINT

[14] Introduction to Presentations and Presentations   15 Hours
   Software
     Presentation Basics
     Presentation packages
     Conclusion

[15] PowerPoint Basics
     Starting PowerPoint
     Menus and Toolbars
     Opening and Saving an Existing Presentation
     Creating and Saving a Presentation Using AutoContent Wizard
     Creating a Presentation Using a Design Template
     Creating and Saving a Presentation Using the Blank Presentation
     Using PowerPoint Help

[16] Editing, Formatting and Displaying the Presentation
     The Slide Sorter View
     Inserting Slides from another Presentation
     Inserting Pictures and Graphics
     Setting Slide Transitions
     Slide Show View
     Printing Slides, Notes and Handouts

PART 6
DDBMS AND ACCESS

[17]   Introduction to Databases, DBMS and   15 Hours
        RDBMS
        Information
        What is a Database?
        What is a Database management System (DBMS)?
        Why DBMS?
        Types of Database Management Systems
        Conclusion

[18] Access-Basics
        Starting Access
        Menus and Toolbars
        Viewing Data
        Using Access Help

[19] Data Manipulation in Access
        Sorting and Filtering Records
        Creating and Printing Reports

PART 7
Internet, E-mail and Outlook

[20] Introduction to Internet   10 Hours
        Internet Basics
        Conclusion

[21] Internet Explorer
        What is a Browser?
        Starting Internet Explorer
        Menus and Toolbars
        Microsoft Internet Explorer
        Setting up an Internet Explorer

[22] Basics of E-mail
        Introduction
        Why use E-mail?
        How E-mail Works?
        E-mail-Advantages and Disadvantages

[23] Outlook
        Introduction
        Starting Outlook
        Menus and Toolbars
        Outlook and E-mail
        Opening and Saving an Attachment

PART 8
WEB DESIGNING & FRONTPAGE

[24] Introduction to Web Design   05 Hours
         Introduction
         Basics of Web Design
         Conclusion
         Introduction to Front Page
         Starting FrontPage

[25] Use of Scanner
         Scanning a picture and editing it
         Attachment of the picture in a HTML document

In practical there should not be more than 20 students in a batch. In theory, there should not be more than 100 students in a batch.

Each part consists of 50% theory classes and 50% practical (50 hours theory and 50 hours practical). Students are required to keep record of practical in a journal which will be checked during practical examination.

THE EXAMINATIONS:

The Examination will consist of one theory paper of two hours durations and one practical examination of four hours duration. The examination will be conducted two times in a year.

The theory examination will consists of 50 marks. The paper will have 100 objective type questions.

In the practical examination the students will be four problems based on the syllabus mentioned above. The duly signed seminar and the practical record journals are essential for appearing the practical examination. No student will be allowed to appear for the practical examination until he / she submits duly signed to practical record book certifying that at least 70% of practical have been done by the student. The marks distribution of the practical marks will be as follows

Practical Journals   10 Marks
Seminar report   5 Marks
Viva   10 Marks
Performance in practical 25 marks

The student will be declared pass, if he / she gets more than or equal to 50% marks in theory and practical separately.

PART 9

Introduction to Publisher, Photo Draw and   05 Hours
Small Business Tools

[26] Introduction in Publisher
        Introduction
        Starting Publisher

[27] Introduction to Photo Draw
        Introduction
        Starting Photo Draw

[28] Introduction to Small Business Tools
        Introduction
        Small Business Financial Manager
        Small business Customer Manager
        Direct Mail Manager
        Business Planner

[29] Seminar report on any recent topic related to   05 Hours
        computer application 5 hours

Books: Any book containing above topics may be recommended. Some examples are as follows:

1. Introduction to Computers with MS-Office 2000 :- Alexis Leon and Mathes Leon (Tata McGraw Hill)

2. Information Technology:- V.Rajarman (PHI)

3. Data Processing and Information Technology – C.S. Rrench, BPB Publication

The information may be also gathered from Web Site.

INFRASTRUCTURE REQUIRED:

There should be a computer laboratory with one server and 25 computers among 100 students. There should be 5 scanners in the Laboratory.

The system should have Internet facilities. All system should have software related to operating system of the LAN, DOS, Word Processor, PowerPoint, Access, Excel, Internet explorer, Paint Photoshop, HTML

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