

BASIC COMPUTER APPLICATION-I

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Hrs/week	2	-	④

RATIONALE:-

A polytechnic pass out Pharmacist is supposed to have good knowledge of Computer, so that he is able to operate the system in his own working sphere of day to day work, Industry and Chemist shop. He is also required to understand and interpret the DOS & Windows Environment and MS-Office, he should be familiar with the different types of Computer. The design of the curriculum of this subject is done keeping in view the above requirements.

*Detailed Contents***1. Familiarization with Computer Hardware:-**

- (i) Block Diagram of Computer System & its Working.
- (ii) Various Input/Output devices of Computer System.
- (iii) Memory (Primary & Secondary).
- (iv) Types of Computers: Micro (PC, PC-XT, PC-AT), Mini, Mainframe & Super Computer & their Capabilities.
- (v) Interconnecting various external units including computer.

2. Familiarization with Computer Software.

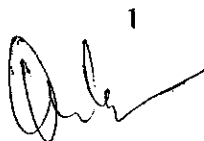
- (i) Introduction to Operating System & its importance.
- (ii) Types of Software (System Software, Application Software).
- (iii) Terminology: Compiler, Interpreter, Assembler, Loader, Linker, Programming languages.
- (iv) Booting a computer system. (Cold Boot & Warm Boot).
- (v) Introduction to file & directories.

3. Introduction to DOS.

- (i) Internal & External DOS Commands.
- (ii) Creating & working with files & directories.
- (iii) Formatting Floppies & Hard Disks.
- (iv) File Operators: Coping, Renaming, Deleting, Printing.

4. Introduction to Windows (Windows 98 onwards)

- (i) Graphical User Interface.
- (ii) Common GUI Terms.
 - (a) Pointing Device (Use of mouse & its function)
 - (b) Menu bar, Pull-down menu, Pop-up menu.
 - (c) Dialog boxes, button, sliders, check boxes.
 - (d) Icon (Shortcuts, Folders).
- (iii) MS - Windows 98.
 - (a) Benefits of windows.
 - (b) Structure of a window.
 - (c) Basic Techniques for working in windows.
- (iv) Starting windows 98.
 - (a) Task Bar.
 - (b) Start Menus.
 - (c) Shortcut Menus.
 - (d) Shut Down.



- (c) Shortcut Menus.
- (d) Shut Down.
- (v) Management System in Windows.
 - (a) My Computer
 - (b) System Setting (Control Panel & Printing Setting)
 - (c) Backup your data.
 - (d) Add/Remove Application
 - (e) Dos Prompt
- (vi) File & Folder
 - (a) Windows Explorer
 - (b) Various file Operations (File Naming, Finding, Creating, Copy/Move, Deleting)
 - (c) Various folder Operations (Folder Creating, Renaming, Creating, Moving, Deleting, Viewing).
 - (d) Recycle Bin.
- (vii) Program & Accessories.
 - (a) Run a Program.
 - (b) General use (Calculator, Word Pad, Notepad, Paint Program).

5. Introduction of Computer Network & Terminology.

- (i) Network Concept, Topologies & Classification.
 - (a) LAN
 - (b) WAN
 - (c) MAN
- (ii) Internet Basics.
 - (a) Various services on Internet (Email, Usenet, FTP, Telnet, WWW, Navigator/ Browser).
 - (b) Internet Protocol.

6. Working with MS-Word:

- (i) Various Operation on Document (such as Open, Save, Print, Page Setup).
- (ii) Editing a document: (Copy, Paste, Find, Replace).
- (iii) Document Alignment, Creating Bullets & number list.
- (iv) Setting: Fonts, Size, Style.
- (v) Proofing Tools (Spell Checker & Checking Grammer).
- (vi) Formatting Paragraph (Alignment, Line & Paragraph spacing, Border & Shading).
- (vii) Mail Merge on document.

7. Working with MS-Excel:

- (i) Creating a Worksheet.
- (ii) Editing (Typing Data, Coping, Moving).
- (iii) Using various formula in worksheet.
- (iv) Creating various type of graphs.
- (v) Printing Worksheet.

8. Working with Access:

- (i) About Access.
- (ii) Creating data bases.
 - (i) Creating forms.
 - (ii) Creating Reports.
 - (iii) Printing Reports.

Practical Exercises

1. Familiarization with PC, Connecting & disconnection Keyboard, Monitor, Printer, Correct methods of handling of Floppies & mouse.
2. Practicing on Windows 98 (creating shortcuts, folder, file, note pad, paint program etc.)
3. Creating MS-Document & Practicing its tools.
4. Prepare Worksheet, Table & Graphs.
5. Practical with MS-Access.
6. Browsing and using other services such as Email & FTP on Internet.

Only →

BCA II

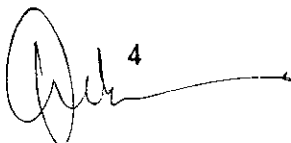
Hrs/week L T P
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RATIONALE:-

Information technology and Computer have great influence on all aspects of our life. All our work places and environment around are being computerized. In order to prepare Pharmacist to work in these environment, it has become essential that students are exposed to computers and their application along with associated peripherals related to their area of work. Hence the subject.

Detailed Contents

- 1. Introduction to C:-**
 - 1.1 Introduction to C:**
 - 1.1.1 Statement
 - 1.1.2 Algorithm
 - 1.1.3 Flowchart
 - 1.1.4 Program
 - 1.1.5 Procedural Programming
 - 1.1.6 Structural Programming
 - 1.1.7 Program problem solving approach
 - 1.2 Data types, Operators and Statement**
 - 1.2.1 Identifiers and Keywords
 - 1.2.2 Constant
 - 1.2.3 String Constants
 - 1.2.4 Numeric Constant
 - 1.2.5 Character Constants
 - 1.2.6 C++ Operator
 - 1.2.6.1 Arithmetic Operator
 - 1.2.6.2 Assignment Operator
 - 1.2.6.3 Comparison & Logical Operator
 - 1.2.6.4 Bitwise Logical Operator
 - 1.2.7 Type Conversion
 - 1.3 Written a simple program in C++**
 - 1.3.1 Declaration of Variables
 - 1.3.2 Statements
 - 1.3.3 Keyboard & Screen I/O
 - 1.3.4 Manipulation Function.
 - 1.3.5 Input & Output(I/O) Stream Flags
 - 1.4 Control Statement:**
 - 1.4.1 Conditions Expression
 - 1.4.1.1 If Statement
 - 1.4.1.2 If else Statement
 - 1.4.2 Switch Statements
 - 1.4.3 Breaking Control Statement
 - 1.4.3.1 Break Statement
 - 1.4.3.2 Continue Statements
 - 1.4.3.3 Go to Statements
 - 1.4.4 Loop Statement
 - 1.4.4.1 Loop Statement
 - 1.4.4.2 For Loop
 - 1.4.4.3 While Loop
 - 1.4.4.4 Do While Loop

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2 Visual Fox-Pro:-

- 2.1 Introduction to data bases and tables, forms, reports, Menu System.
- 2.2 Creating tables, Deleting, adding and editing records, creating projects.
- 2.3 Using the form Wizards, form design without form wizards, controlling the appearance the text, adding a picture objects, working with sub-forms, putting a list box, selecting and resizing labels and data moving, adding and editing labels, using the rectangle and line tools.
- 2.4 Finding information in data base and creating simple column report grouped data report, putting a graph on a form.
- 2.5 Writing Simple menu driven program, creating, executable file in VFP(Visual Fox Pro).

3 Introduction to Web Page:

- 3.1 Introduction to HTML, DHTML, XML, CGI, ASP
- 3.2 Designing simple web page using Front page 98 onwards.
(Using hyper link, image & text)

4 Introduction to E-Commerce Framework:

- 4.1 Defining electronic Commerce: technology of digital convergence of contents and transmission types of electronics commerce-inter-organisational, E-commerce, EDI over WAN, Extranets, Electronics Fund Transfer, e-mail, Fax, Intra-organisation e-mail, Customer, to Business e-mail, (B2B, B2C, C2C)
- 4.2 Component of E-Commerce
 - Institution- Government, Merchant, Manufacturers, Suppliers, Consumers, banks, financial institutions
 - Processes-Marketing, Sales, Payment, Fulfillment, Support
 - Network-Corporate, Internet, Commercial

- 5 **Multimedia and Application:** Application of multimedia in education, business and games, Multimedia Hardware(introduction and working), sound blaster and video cards, optical drivers, image and sound file formats, compression techniques.

Practical Exercise

- (i) Writing simple program using C-Language
- (ii) Creating projects in Visual Fox-Pro
- (iii) Creating simple Web pages using front page 98
- (iv) Using Multimedia CD-ROM's w.r.t. Pharmacy.