

शास्त्री प्रथमवर्षम्
सप्तमपत्रम् – सङ्गणकविज्ञानम्
पठ्यक्रमनिष्पत्तयः

Shastri 1st Semester.

Syllabus: MS Office (MS-Word, Excel and PowerPoint)

Introduction to the Syllabus:

MS Office is an important software package which contains all main software required for office maintenance. The work involving this software is also called as office automation. The knowledge about this software package is considered as main criteria in almost all areas where computer knowledge is required. At the end of this semester students will be able to understand following topics.

- ✓ The Students will get a brief knowledge about the usage of Microsoft Office packages like Word, Excel, and PowerPoint
- ✓ In detail study of MS Office will help the student to manage his own basic tasks like paper setting, Book Designing, basic calculations using Excel and Slide designing.
- ✓ Now days, “Basic computer knowledge” in current world needs knowledge about MS Office. So, syllabus in this semester helps to get detailed knowledge about typing, page setting, excel formulas helps to manage basic office automation skills.
- ✓ Practices of all the concepts about Word, Excel and PowerPoint are taught using Devanagari script. So, student can learn Devanagari script typing, designing slides in PowerPoint.
- ✓ Basic information about the using of computer helps new students to update their knowledge about computer.
- ✓ Student will know data representation using charts, statistics representation and many important details which helps to solve real world problems.

Shastri 2nd Semester.

Syllabus: MS Office (Microsoft Visual Foxpro)

Introduction to the Syllabus:

Microsoft Visual Foxpro is considered as one of the benchmark in software industry with respect to database concept. Microsoft's Visual FoxPro with its **object-oriented, data-centric design and Rapid Application Development (RAD) environment made it a good tool for creating desktop database applications**. At the end of this semester students will be able to understand following topics.

- ✓ Student will get information about Database, File handling system, difference between them, Front end, Back end etc.
- ✓ Database concept is very useful in storing and fetching large quantity of data. Also, most of data driven events in current days are based on database. Student will get knowledge about how data is stored, accessed and manages.
- ✓ Introduction about forms deals with the environment provided to enter the data to database. In this chapter student will come to know what are different types of page elements, their technical names, their usages and their differences. These concepts are very much near to Google forms what we are using today.
- ✓ Report concepts will create knowledge about how different data representations can be made upon data stored in database. Printable details from database gives information about various reports like tickets, QR code generation etc what we use today.
- ✓ Foxpro commands helps create knowledge to work in command based working environment. Here, student will know how a command should be provided. What is an error, how to handle it etc., these information really needed before starting of learning programming languages.