FACULTY OF ENGINEERING AND TECHNOLOGY

Syllabus

For

BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE)
(Semester: I – VI)

Session: 2019–20

GURU NANAK DEV UNIVERSITY
AMRITSAR

Note:  (i) Copy rights are reserved.
      Nobody is allowed to print it in any form.
      Defaulters will be prosecuted.

      (ii) Subject to change in the syllabi at any time.
      Please visit the University website time to time.
## Scheme of Syllabus

### Semester–I:

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Subjects</th>
<th>M.Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper–I</td>
<td>Fundamentals of Computer</td>
<td>75</td>
</tr>
<tr>
<td>Paper–II</td>
<td>Modern Office Automation Tools – I</td>
<td>75</td>
</tr>
<tr>
<td>Paper–III</td>
<td>Computer Installation and Maintenance of Computer System &amp; Lab</td>
<td>75</td>
</tr>
<tr>
<td>Paper–IV</td>
<td>Lab based on Paper – II (Typing Skills / Word Processor / Power Point)</td>
<td>75</td>
</tr>
<tr>
<td>Paper–V</td>
<td>Communication Skills in English – I</td>
<td>50</td>
</tr>
<tr>
<td>Paper–VI</td>
<td>Punjabi (Compulsory) / **ਮੰਜਵੈ ਮੰਜਵੀ / ** Punjab History &amp; Culture (From Earliest Times to C 320)</td>
<td>50</td>
</tr>
<tr>
<td>Paper–VII</td>
<td>* Drug Abuse: Problem, Management and Prevention (Compulsory Paper)</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>** Total: 400</td>
<td></td>
</tr>
</tbody>
</table>

### Semester–II:

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Subjects</th>
<th>M.Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper–I</td>
<td>Modern Office Automation Tools – II</td>
<td>50</td>
</tr>
<tr>
<td>Paper–II</td>
<td>Internet Applications &amp; Lab (Th.50+Pr.25)</td>
<td>75</td>
</tr>
<tr>
<td>Paper–III</td>
<td>Basics of Spreadsheet &amp; Lab (Th.50+Pr.25)</td>
<td>75</td>
</tr>
<tr>
<td>Paper–IV</td>
<td>On Job Training (8 Weeks)</td>
<td>100</td>
</tr>
<tr>
<td>Paper–V</td>
<td>Communication Skills in English – II (Th.35+Pr.15)</td>
<td>50</td>
</tr>
<tr>
<td>Paper–VI</td>
<td>Punjabi (Compulsory) / **ਮੰਜਵੈ ਮੰਜਵੀ / ** Punjab History &amp; Culture (C 320 TO 1000 B.C.)</td>
<td>50</td>
</tr>
<tr>
<td>Paper–VII</td>
<td>* Drug Abuse: Problem, Management and Prevention (Compulsory Paper)</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>** Total: 400</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** * Marks of this Paper will not be included in the Total Marks.

** (Special Paper in lieu of Punjabi Compulsory)

(For those students who are not domicile of Punjab)
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER SYSTEM

### Semester– III:

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Subjects</th>
<th>M. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper–I</td>
<td>Commercial Correspondence &amp; LAB (Th.35+Pr.15)</td>
<td>50</td>
</tr>
<tr>
<td>Paper–II</td>
<td>Web Technologies</td>
<td>75</td>
</tr>
<tr>
<td>Paper–III</td>
<td>Database Management Systems &amp; LAB (Th.50+Pr.25)</td>
<td>75</td>
</tr>
<tr>
<td>Paper–IV</td>
<td>Desktop Publishing</td>
<td>75</td>
</tr>
<tr>
<td>Paper–V</td>
<td>Lab based on Web Technologies</td>
<td>50</td>
</tr>
<tr>
<td>Paper–VI</td>
<td>Lab based on Photoshop &amp; Corel Draw</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>400</strong></td>
</tr>
</tbody>
</table>

### Semester– IV:

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Subjects</th>
<th>M. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper–I</td>
<td>Computer Networks</td>
<td>75</td>
</tr>
<tr>
<td>Paper–II</td>
<td>Management Information System</td>
<td>50</td>
</tr>
<tr>
<td>Paper–III</td>
<td>Operating System</td>
<td>75</td>
</tr>
<tr>
<td>Paper–IV</td>
<td>Lab Based on Operating System</td>
<td>50</td>
</tr>
<tr>
<td>Paper–V</td>
<td>Lab Based on Flash</td>
<td>50</td>
</tr>
<tr>
<td>Paper–VI</td>
<td>On Job Training &amp; Report (8 Weeks)</td>
<td>100</td>
</tr>
<tr>
<td>Paper–VII</td>
<td>* Environmental Studies</td>
<td>100</td>
</tr>
<tr>
<td>(ESL-221)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>400</strong></td>
</tr>
</tbody>
</table>

* Marks of Paper EVS will not be included in Grand Total.
### Semester – V

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Subjects</th>
<th>M. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper–I</td>
<td>Programming Using Python</td>
<td>75</td>
</tr>
<tr>
<td>Paper–II</td>
<td>Multimedia &amp; Its Application</td>
<td>75</td>
</tr>
<tr>
<td>Paper–III</td>
<td>Lab Based on Python</td>
<td>75</td>
</tr>
<tr>
<td>Paper–IV</td>
<td>Personality Development &amp; Soft Skills (Th.75+Viva.25)</td>
<td>100</td>
</tr>
<tr>
<td>Paper–V</td>
<td>Use of Social Media &amp; Lab (Th.50+Pr.25)</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>400</strong></td>
</tr>
</tbody>
</table>

### Semester – VI

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Subjects</th>
<th>M. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper–I</td>
<td>Major Project / Training</td>
<td>400</td>
</tr>
</tbody>
</table>
Paper – I: Fundamental of Computers

Time: 3 Hours

Max. Marks: 75

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Note for Candidate:
The students can use only Non-Programmable & Non-Storage type calculator.
Practical marks will include the appropriate weightage for proper maintenance of Lab Record

Section A
Introduction to Information Technology:
Basic concepts of IT, Data Processing: Data and Information, Number System.

Elements of a Computer System:
Block Diagram of The Computer System, Introduction to various units.

Section B
Hardware:
CPU, Memory, Input and Output devices, Auxiliary storage devices, Modern Storage Devices, Introduction to Online and offline UPS Printers: Various types of Printers

Section C
Software:
System and Application Software, Utility packages, Configuration of Computer
System Applications of Information Technology:

Section D
Introduction to Windows OS:
Installation & Configuration of OS, Control Panel settings, Parts of window screen (Desktop, window, icons), start menu, Taskbar settings, application & document window anatomy of a window (Title bar, minimize, maximize button, control box, scroll bars, scroll buttons, scroll boxes), Window explorer (expansion, collapsing of directory tree, copying, moving, deleting files, folder, creating folders), About desktop icons (recycle bin, my computer, network neighborhood, brief case), folder, shortcut creation, setting of screen saver, color settings, wallpaper, changing window appearance. System Security, Backup & Recovery.

References:
2. Introduction to Computers – N. Subramanian.
3. Introduction to Computers – Peter Norton Mcgraw Hill.
Paper – II: Modern Office Automation Tools – I

Time: 3 Hrs.  
Max. Marks: 75

Note for Paper Setter:
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Note for Candidate:
The students can use only Non-Programmable & Non-Storage type calculator.
Practical marks will include the appropriate weightage for proper maintenance of Lab Record.

Section A: 
Getting Started with Word Processor

Word Processor
Introduction to Free and Open Source (FOSS) Word Processors

Starting Word
Opening a saved Word document
The Word Window
Entering text in a document
Previewing a document
Saving a document
Creating a folder
Printing a document
Closing a document and exiting Word

Editing a Document

Navigate through a document
Scroll through text
Insert and delete text in a document
Select text
Undo and redo commands
Use drag and drop to move text
Copy, cut and paste
Use the clipboard
Clear formatting
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – I

Section B
Formatting A Document
Format and align text
Line and paragraph spacing
Add bulleted and numbered lists
Add borders and shading
New formatting methods in Word 2010

Using Editing and Proofing Tools
Document views
Spell and grammar check
Shortcut Menus
Find and replace text
Use the Research Task pane

Section C
Changing the Layout of a Document
Adjust page margins
Change page orientation
Create headers and footers.
Set and change indentations
Insert and clear tabs
Insert and delete a page break
Insert page numbers
Insert the date and time
Insert special characters (symbols)
Insert a picture from a file
Resize and reposition a picture.
Using Words new picture tools

Working with Tables
Insert a table
Convert a table to text
Navigate and select text in a table
Resize parts of a table
Align text in a table
Format a table
Insert and delete columns and rows
Borders and shading
Repeat table headings on subsequent pages Merge table cells
Presentation Software: Presentation overview, entering information, Presentation creation, opening and saving presentation, inserting audio and video, Slide Animation and Transitions, Slide show and its settings.

References:
1. MS–Office – BPB Publications.
Paper –III Computer Installation and Maintenance of Computer System & LAB

Time: 3 Hrs.  Max. Marks: 75
Theory: 50
Practical: 25

Note for Paper Setter:
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Note for Candidate:
The students can use only Non-Programmable & Non-Storage type calculator.
Practical marks will include the appropriate weightage for proper maintenance of Lab Record

Section A

Introduction to PC Hardware: Study of basic I/O systems, Types of Memories- Static RAM and Dynamic RAM, ROM, PROM, EPROM, EEPROM, CPU (Central Processing Unit)- ALU and control unit.
Motherboard and Processor: Study of different types of Motherboards, Motherboard Configuration, Identifying Internal and External connectors, Types of data cables, Types of Processor.

Section B

BIOS Configuration: Study of BIOS Set-up- Advance set-up, Boot configuration, Boot Menu.

Installation of OS (Operating Software): Installation of OS (Windows & Linux).

Section C

Hard Disk: Formatting of Hard disk, Partitioning of Hard disk in different logical drives, Disk defragmentation, Disk clean up, Scan disk etc.,
Installation of Device Drivers: Different types of Motherboard drivers, LAN, Audio, and Video.
Section D

**Configuration of External devices:** Physical set-up of Printers- Performing test print out, Printing of document etc, Scanner set-up, Webcam, Bluetooth device, Memory card reader etc.

**Diagnostic and troubleshooting of PC:** POST (Power on Self Test), identifying problems by Beep codes errors, checking power supply using Multi-meter, Replacement of components etc. Maintenance of PC

**Reference Books:**
3. PC Hardware: Beginner’s Guide
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – I

Paper–IV: Practical

Time: 3 Hrs.  
Marks: 75

Lab Based on Typing Skills/ Basics of Word Processor/ Power Point
Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

The syllabus is divided in four sections as mentioned below:

**Section–A**
Reading Skills: Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings.

**Section–B**
Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/expressions.

Activities:
- Comprehension questions in multiple choice format
- Short comprehension questions based on content and development of ideas

**Section–C**
Writing Skills: Guidelines for effective writing; writing styles for application, personal letter, official/business letter.

Activities:
- Formatting personal and business letters.
- Organising the details in a sequential order

**Section–D**
Resume, memo, notices etc.; outline and revision.

Activities:
- Converting a biographical note into a sequenced resume or vice-versa
- Ordering and sub-dividing the contents while making notes.
- Writing notices for circulation/boards

**Recommended Books:**
- *Oxford Guide to Effective Writing and Speaking* by John Seely.
- *English Grammar in Use* (Fourth Edition) by Raymond Murphy, CUP
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – I

PAPER–VI: पेपर्स (पार्टी)

भाग: 3 पृष्ठ

पाठ-बुध तथा पाठ-युग्मांक

मेचार-पाठ

भाषा प्रामाण वोलंड (विकास व्यवस्था)
(मंथ. विभिन्न विद्यासद प्राण ध्वनि ब्राह्मण)
वाणू रणव संग्रह विश्वविद्यालय, भोजपुर
(पृष्ठ 1 से 50)

मेचार-पाठ

डिग्रीबाबव काभ्यां (डिग्रीबाबव सेव-मिश्रित)
मंथ. स.स.वारेन, भारतीय विश्वविद्यालय, भोजपुर। (केंद्र 1 तथा 6)
(पांडुरंग दा मात्र, फिरत-मैली)

मेचार-पाठ

(१) पेपर्स उपरता

(अ) पेपर्स पथु तथा पाठ्यांक दे उच्चता।

मेचार-पाठ

(२) पेपर्स उपरता विभाजन : उच्चता भौगोलिक, उच्चता संग्रह तथा विभाजन, मात्र, विभाजन, उच्चता।

(आ) उच्चता उपरता विभाजन : उच्चता उपरता विभाजन, उच्चता उपरता विभाजन दे उच्चता-विभाजन।

अंक-वीडियो अभ्यास प्राप्त करने के उपाय

1. पृष्ठ पंजी दे वाणू वाणू तथा। उव वाणू दिश्व दे पृष्ठ उद्धे माहिती।
2. विशेषता दे मूल पृष्ठ उद्धे उव। उव वाणू दिश्व दे पृष्ठ माहिती है।
3. उव वाणू पृष्ठ दे वाणू उव।
4. पेपर्स मेंट वाणू वाणू मैलर में वाणू पृष्ठ त्रि वीडियो लांच दे लांच उव
ुव-पृष्ठ विश्व तथा माहिती है।
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – I

PAPER-VI: ਭੁਆਲੀ ਪੈਂਤਾਂ (In lieu of Compulsory Punjabi)

ਮੈਵਾਲਦਾਉਦੀ

ਪ੍ਰਤੀ ਅਧਿਕਾਰੀ, ਮੌਜੂਦ ਕੁਝ, ਪੇਠ ਵਿੱਚ ਇਕੋ ਹੁਣ ਅਨੇ ਪੇਠ ਹਿੰਦ ਪੇਠ ਹਾਂ। ਹਾਂ ਅਣੁਆਰਵੀ (ਭੁਆਲੀ ਨਾਗ-ਪੰਡਾਟ)
ਤਿਆਸਦੀ (ਪਿੱਛੀ, ਦਿੱਖੀ, ਆਗਲਾ) : ਪੱਠਾਂ ਅਨੇ ਹਰਦੇ

ਮੈਵਾਲਦਾਉਦੀ

ਪ੍ਰਤੀ ਮਗਤ-ਖਟੁਆਮ : ਭੁਆਲੀ ਨਾਗ-ਪੰਡਾਟ
(ਮਗਤ-ਖਟੁਆਮ, ਮੰਗੁਲਵਾਂ ਮਗਤ, ਪਿੱਛੀ ਮਗਤ, ਭੁਲ ਮਗਤ, ਸੋਦੁਆਮ ਅਨਦ ਪਿੱਛੀਆਮ)

ਮੈਵਾਲਦਾਉਦੀ

ਹੋ ਹਰਦੇ ਦੀ ਭੁਆਲੀ ਮਗਤ-ਖਟੁਆਮ : ਵਧਾਂ, ਉਧਾਂ, ਦੀਸਕੋਂ-ਖਟੁਆਮ, ਪੇਠ ਅਣੇ ਹੋ ਪੀਠ ਭਾਿਤ ਕਲੱਖ ਮੈਵਾਲਦਾਉਦੀ

ਮੈਵਾਲਦਾਉਦੀ

ਉਹਦੇ ਦੇ ਮੁੱਢ ਦੀਆਂ ਦੇ ਤਾ, ਬਾਲੁਆ ਬਤੀਆਂ ਦੇ ਤਾ, ਹੁੰਦੇ ਦੇ ਤਾ, ਦੀਆਂ ਦੇ ਮੁੱਢ ਵਿੱਚ ਉਠਣਦੀ ਸਾਹਬ ਪ੍ਰਤੀ ਮਗਤ-ਖਟੁਆਮ

ਭੁਆਲੀ ਅਨੇ ਪੀਠਾਤਮਕ ਖਟਤੀਆਂ ਉਦਾਹਰਣ

1. ਪ੍ਰਤੀ ਮੁੱਢ ਦੇ ਹਾਂ ਸਕੁਲ ਦੀਆਂ। ਉਹ ਸਕੁਲ ਦੀਆਂ ਦੇ ਪ੍ਰਤੀ ਮੁੱਢ ਦੀਆਂ।
2. ਤਰਕਾਲੀ ਦੇ ਹੁੰਦੇ ਹਾਂ ਪ੍ਰਤੀ ਮੁੱਢ ਦੀਆਂ। ਉਹ ਸਕੁਲ ਦੀਆਂ ਦੇ ਪ੍ਰਤੀ ਮੁੱਢ ਦੀਆਂ।
3. ਉਹ ਸਕੁਲ ਦੇ ਹਾਂ ਪ੍ਰਤੀ ਮੁੱਢ ਦੀਆਂ।
4. ਪ੍ਰਤੀ ਮੁੱਢ ਦੇ ਹਾਂ ਸਕੁਲ ਦੀਆਂ। ਉਹ ਸਕੁਲ ਦੀਆਂ ਦੇ ਪ੍ਰਤੀ ਮੁੱਢ ਦੀਆਂ।
PAPER–VI: Punjab History & Culture (From Earliest Times to C 320)
(Special Paper in lieu of Punjabi Compulsory)
(For those students who are not domicile of Punjab)

Time: 3 Hours
Max. Marks: 50

Instructions for the Paper Setters:
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section–A
1. Physical features of the Punjab and its impact on history.
2. Sources of the ancient history of Punjab

Section–B
3. Harappan Civilization: Town planning; social, economic and religious life of the Indus Valley People.

Section–C
5. Social, Religious and Economic life during Rig Vedic Age.

Section–D
7. Teachings and impact of Buddhism
8. Jainism in the Punjab

Suggested Readings:
PAPER – VII: DRUG ABUSE: PROBLEM, MANAGEMENT AND PREVENTION
(COMPULSORY PAPER)

PROBLEM OF DRUG ABUSE

Time: 3 Hours
Max. Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section – A

Meaning of Drug Abuse:

Section – B

Consequences of Drug Abuse for:

| Individual | Education, Employment, Income. |
| Family    | Violence.                     |
| Society   | Crime.                        |
| Nation    | Law and Order problem.        |

Section – C

Management of Drug Abuse:
Medical Management: Medication for treatment and to reduce withdrawal effects.

Section – D

Psychiatric Management: Counselling, Behavioural and Cognitive therapy.
Social Management: Family, Group therapy and Environmental Intervention.
References:

BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – II

Paper–I: Modern Office Automation Tools - II

Time: 3 Hrs.  Max.Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four
Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are
required to attempt five questions, selecting at least one question from each Section. The fifth
question may be attempted from any Section.

Note for Candidate:
The students can use only Non-Programmable & Non-Storage type calculator.
Practical marks will include the appropriate weightage for proper maintenance of Lab Record

Section A

Elements of Modern Office Environment: Computer Hardware, Network Devices (Hub,
Switch, Router, Gateway etc.), Users (Administrators, Programmers, Network
Administrator, End User).

Basics of Computer Networks: Introduction to Computer Network, Need of Computer
Networks, Types of Computer Networks, Classification of Computer Networks (LAN,
WAN, MAN), Transmission media.

Section B

Understanding and Preparing Network Cables: Introduction to Ethernet Cables, Color
Coding Standards, Preparing connection cables.

Section C

IP Addressing: Introduction to DNS, DHCP, IP Address and its classes, Configuring IP
Address.

Section D

Wireless Router: Configuring wireless router.

Security: Computer Security threats (Virus, worms, Trojans etc.), concept of antivirus,
firewall, and basic concepts of data security

References:

   Stallings.
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – II

Paper – II: Internet Applications & Lab.

Time: 3 Hours

Max. Marks: 75
Theory: 50
Practical: 25

Note for Paper Setter:
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Note for Candidate:
Attempt five questions in all by selecting one question from each section and the fifth question may be attempted from any sections.
The students can use only Non-Programmable & Non-Storage type calculator.
Practical marks will include the appropriate weightage for proper maintenance of Lab Record

Section A

Section B
E–Mail Basic Introduction; Advantage and disadvantage, structure of an e–mail message, working of e–mail (sending and receiving messages).

Section C
WWW. Introduction, working of WWW, Web browsing (opening, viewing, saving and printing a web page and bookmark), web designing using HTML and CSS.

Section D
Search Engine: About search engine, component of search engine, working of search engine, difference between search engine and web directory, Basics of digital marketing

References:
1. “Understanding The Internet”, Kieth Sutherland, Buterworth–Heineman; 1st Editon (October 31, 200).
Paper–III: Basics of Spreadsheet & Lab

Time: 3 Hrs. Max. Marks: 75
Theory: 50
Practical: 25

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Note for Candidate:
The students can use only Non-Programmable & Non-Storage type calculator. Practical marks will include the appropriate weightage for proper maintenance of Lab Record.

Section A

1. Exploring Microsoft Excel
Starting and Exiting the Application Examining Microsoft Excel’s Interface
Introduction to Free and Open Source(FOSS) Spreadsheet

2. Creating Workbook Files
Opening and Closing Files, Creating and Saving a New Workbook, Creating a New Workbook from a Template, Microsoft Excel File Types, Entering Data, Entering Data into a Selected Range

3. Getting Help While You Work
Using Microsoft Excel’s Built In Help

Section B

4: Editing Worksheet
Displaying or Hiding Gridlines and Headers, Zooming the Display, Changing Views, Splitting a Window, Freezing and Unfreezing Panels, Hiding Rows, Columns, and Sheets, Viewing and Arranging Multiple Sheets, Saving a Workspace, Saving a Custom View

5. Navigating Worksheets and Workbooks
Navigating in a Worksheet and Workbook, Using Find, Using Go To, Working with Multiple Workbooks

6. Managing Worksheets and Workbook Files
Managing Worksheets, Managing Workbook File
Section C

7. Formulas
What is a Formula? Creating a Basic Formula, Reference Data from other Worksheets, Using Auto Calculate

8. Editing Text and Values
Editing and Replacing Cell Content, Using Undo, Redo, and Repeat, Using Smart Tags

9. Clearing, Moving, and Copying Cell Content
Clearing Cell Content, Moving Cell Content III. Copying Cell Content, Collecting and Pasting Multiple Items, Using the Paste Special Command

Section D

10. Using Functions
The SUM Function, Using AutoSum, The SUMIF and SUMIFS Functions, Using pivot columns

11. Using Date and Time Functions
The DATE Function, The NOW Function, The TIME Function, The DATE VALUE Function

12. Previewing and Printing Worksheets
Using Print Preview, Using Page Break Preview, Using the Print Dialog Box, Using Quick Print, Displaying and Printing Formulas

References:
1. Microsoft Excel – Complete Reference
2. MS Office– BPB Publications
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – II

(Paper–IV: On Job Training (Project & Presentation)

Time: 3 Hrs. Maximum Marks: 100

On Job Training (8 Weeks)
PAPER–V: COMMUNICATION SKILLS IN ENGLISH – II

Time: 3 Hours

Max. Marks: 50
Theory Marks: 35
Practical Marks: 15

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Course Contents:

SECTION–A
Listening Skills: Barriers to listening; effective listening skills; feedback skills.
Activities: Listening exercises – Listening to conversation, News and TV reports

SECTION–B
Attending telephone calls; note taking and note making.
Activities: Taking notes on a speech/lecture

SECTION–C
Speaking and Conversational Skills: Components of a meaningful and easy conversation; understanding the cue and making appropriate responses; forms of polite speech; asking and providing information on general topics.
Activities: 1) Making conversation and taking turns
2) Oral description or explanation of a common object, situation or concept

SECTION–D
The study of sounds of English,
Stress and Intonation,
Situation based Conversation in English,
Essentials of Spoken English.
Activities: Giving Interviews

PRACTICAL / ORAL TESTING

Marks: 15

Course Contents:-
1. Oral Presentation with/without audio visual aids.
2. Group Discussion.
3. Listening to any recorded or live material and asking oral questions for listening comprehension.

Questions:-
1. Oral Presentation will be of 5 to 10 minutes duration (Topic can be given in advance or it can be student’s own choice). Use of audio visual aids is desirable.
2. Group discussion comprising 8 to 10 students on a familiar topic. Time for each group will be 15 to 20 minutes.

Note: Oral test will be conducted by external examiner with the help of internal examiner.
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – II

PAPER-VI: बैंकरी (खप्तानी)
मान्यता: 3 पृष्ठ
कुल भाग: 50
पढ़-बूढ़ अथवा पढ़-फुटकरं

मैलमात-दे
आधार भलाइ (लघु बात)।
(मैर. मुद्रित बैर. अथवा लेखाभाषा मिश्र मंथ)
बात पतव रेल पूरीलिखिती. अभिव्यक्त।
(विचार-फैंड, भाव चित्रण)

मैलमात-दी
टिकटकर जगत (टिकटकर लेख-संग्रह)
संस्क. प.प.अभिनव,
पैसाही माध्यम पूर्णकल, भजिनाथ। (शंख 7 ते 12)
(मत, लिखन पैली)

मैलमात-तिरी
(३) समस्त-साधन अथवा समस्त उपकरण : पत्रविभाग, बृहदेश में विभाग
(४) ५०० गृह

मैलमात-बी
(४) संक्षिप्त उपकरण
(५) भूलगल अथवा भूलगल चीज

अंब-बाँध अथवा जीविताभ चीजें उल्लिखित

1. पृष्ठ पृष्ठ दे छाँट बता ठोकी। उत्तर बता दिक्षें दे पृष्ठ पृष्ठ साठो।
2. टिकटकर जगत में खुल पृष्ठ बनाते यह। उत्तर बता दिक्षें दिवु पृष्ठ खप्तानी
   है। पृष्ठ पृष्ठ बने ही छाँट बता दिक्षें जीवा ना मवस ये।
3. उत्तर पृष्ठ पृष्ठ दे बजाय भाँड यह।
4. पैंड पैंड छव्व राह नेवल बनाए उं धुर पृष्ठ से बैंड पृष्ठ पृष्ठ नाही जीव जीव भूल धुर-धुर पृष्ठ दिवु बन मवस ये।
PAPER-VI: ਪ੍ਰਸ਼ਨਕੰਠਾ
(In lieu of Compulsory Punjabi)

ਮਨੰ: 3 ਪੇਟੀ
ਵਿਚ ਭੌਲ: 50

ਪ੍ਰਸ਼ਨਕੰਠਾ

ਮੰਨਣ ਸਮੇਤ: 

(1) ਕਿਸੇ ਵੇਲੇ ਭਾਸ਼ਾ ਦਾ ਪ੍ਰਸ਼ਨ ਕੀਤਾ ਗਿਆ?

(2) ਕਿਸੇ ਵੇਲੇ ਪ੍ਰਸ਼ਨ ਦਾ ਜਗਾ ਕਾਲ ਕੀਤਾ?

(3) ਕਿਸੇ ਵੇਲੇ ਪ੍ਰਸ਼ਨ ਦਾ ਸਾਰਾ ਜਗਾ ਕਾਲ ਕੀਤਾ?

(4) ਕਿਸੇ ਵੇਲੇ ਪ੍ਰਸ਼ਨ ਦਾ ਪ੍ਰਸ਼ਨ ਦੁਆਰਾ ਕਾਲ ਕਾਲ ਕੀਤਾ?

1. ਪ੍ਰਸ਼ਨ ਦੇ ਕਾਲ ਕਰਿਆ ਗਿਆ?
2. ਪ੍ਰਸ਼ਨ ਦੇ ਕਾਲ ਕਰਤਾ ਹੋ?
3. ਪ੍ਰਸ਼ਨ ਦੇ ਕਾਲ ਕਾਲ ਕੀਤਾ?
4. ਪ੍ਰਸ਼ਨ ਦੇ ਕਾਲ ਕਾਲ ਕੀਤਾ?

ਆਲੇ-ਬਾਲੇ ਅੱਠ ਪ੍ਰਸ਼ਨਕੰਠਾ ਦੀਆਂ ਉੱਪਰਦੀਖਾਂ
Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section–A

1. Alexander’s Invasion and its Impact
2. Punjab under Chandragupta Maurya and Ashoka.

Section–B

3. The Kushans and their Contribution to the Punjab.
4. The Punjab under the Gupta Empire.

Section–C

5. The Punjab under the Vardhana Emperors
6. Socio-cultural History of Punjab from 7th to 1000 A.D.

Section–D

7. Development of languages and Education with Special reference to Taxila
8. Development of Art & Architecture

Suggested Readings:

1. L. M Joshi (Ed), History and Culture of the Punjab, Art-I, Punjabi University, Patiala, 1989 (3rd Edition)
 Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section – A
Prevention of Drug abuse:
Role of family: Parent child relationship, Family support, Supervision, Shaping values, Active Scrutiny.

Section – B
School: Counselling, Teacher as role-model. Parent-teacher-Health Professional Coordination, Random testing on students.

Section – C
Controlling Drug Abuse:
Media: Restraint on advertisements of drugs, advertisements on bad effects of drugs, Publicity and media, Campaigns against drug abuse, Educational and awareness program

Section – D
References:

BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – III

Paper–I: Commercial Correspondence & LAB

Time: 3 Hrs

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

The student can use only Non-programmable & Non-storage type calculator.

Section A

Correspondence : Commercial, officials, semi official, meaning, importance, objectives, sales letter, trade order agency correspondence, import, export trade, secretarial correspondence, application for jobs, post of accountant, teacher, office memorandum, reminder, difference between official letter and semi-official letter,

Section B

correspondence between head of department and principal for asking honorarium and for admission notice, correspondence between principal and university for sending enrollment numbers and for the permission for extra admission, correspondence between principal and UGC for asking grant for vocational subject and for recognition of a new subject.

Section C

Typing in inscript (Indian Script) method for all Indian languages (Hindi, Punjabi etc.)
Introduction to traditional system of typing in indian languages (Hindi, Punjabi etc.). knowledge of proof correction signs.

Section D

Introduction to various types of reprographers, knowledge of document scanning system, creating labels and filters in email account.

References:
1. Modern Commercial Correspondence , S.Chand
2. Oxford Handbook of Commercial Correspondence, A Ashely
BACHELOR OF VOCATION (B.VOC.)  
(MODERN OFFICE PRACTICE) SEMESTER – III  

Paper II: Web Technologies  

Time: 3 Hrs.  
Max. Marks: 75

Instructions for the Paper Setters:-  
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four  
Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are  
required to attempt five questions, selecting at least one question from each Section. The fifth  
question may be attempted from any Section.  
The student can use only Non-programmable & Non-storage type calculator.

Section A  
Introduction to Web Development: Webpage, Website, Static Website, Dynamic Website,  
Web Servers, Web Browsers

Introduction to HTML/DHTML: HTML Basics, HTML Elements (Tags), Structure of HTML  
Program, Attributes, Headings, Paragraphs, Formatting, Links, Images, Tables, Lists, Forms,  
Frames, Where to put Tables, Lists, Images, Forms, CSS in DHTML, Implementation of  
WebPages using CSS.

Section B  
Introduction to JavaScript: How & Where to put the JavaScript Code, JavaScript Statements,  
Comments, Variables, Operators, Control Statements, Loops, Popup Boxes, Functions.

Section C  
Introduction to Wordpress: Managing Websites, Creating a Website, Using Wordpress  
Templates, Adding New WebPages, Text and Page Format, Inserting Tables, Managing Menu  
Bars, Lists, Images, Adding Links.

Section D  
Purchasing a Domain Name & Web Space: Domain Name & Web Space, Getting a Domain  
Name & Web Space (Purchase or Free), Uploading the Website to Remote Server.

References:
1. Web Enabled Commercial Application Development HTML (Ivan Bayross)  
4. The Essential Guide to Dreamweaver CS4 David Powers
Paper – III: Database Management System & Lab

Time: 3 Hrs

Maximum Marks: 75
Theory: 50
Practical: 25

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
The student can use only Non–programmable & Non–storage type calculator.

Section A
Introduction to Data, Field, Record, File, Database, Database management system.
Structure of database system, Advantage and disadvantage, levels of database system,

Section B
Relational model, hierarchical model, network model, comparison of these models, E–R diagram, different keys used in a relational system, SQL.

Section C
DBA, responsibilities of DBA, Relational form like INF, 2NF, 3NF, BCNF.
SQL: Introduction to SQL–DDL, DML, DCL

Section D
MS–Access:
Introduction, Understanding Databases. Creating the tables. Entering records in table, deleting table, modifying table fields, linking tables, Queries, Forms, formatting forms, relating a form to tables, Reports(building reports, formatting report. displaying the information of table using reports Adding Graphs to your reports.

References:
1. Microsoft Access– Wiley’s
2. PC Computing – R.K. Taxali
3. Database Management System – Parteek Bhatia (Kalyani Publisher)
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – III

Paper – IV: Desktop Publishing

Time: 3 Hrs  Maximum Marks: 75

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

The student can use only Non–programmable & Non–storage type calculator.

Section A
2. Color palate, Pasteboard, &. Print Page
3. Using ruler unit's etc...
4. Corel Tools (Pick, Shape, Knife, Eraser, Zoom, Freehand, Natural Pen, Dimensions, Ellipse, Polygon etc.).

Section B
6. Giving effects, (Envelope, Adding Perspective, Contours, Blending Image.)

Section C
1. Introduction to Graphics, Vector Graphics & Bitmaps
2. Understanding Image Size & resolution
3. Relation between resolution, File sizes & output
5. Concept of Path (Segment, Anchor, Curved, Closed, Open, Subpath)

Section D
1. Photoshop Tools (Pen, Pencil, Brush, History, Air, Eraser, Rubber stamp, Smudge, Dodge, Burn, Sponge), Masks & Histogram.
2. Acquiring & Importing Images
3. Concept of Lyres Channels & Path, Filters, Rendering Effects, Transformation, Strokes, Image Modes, Canvas & Images.
4. Using navigator & Photo Shop plugins.

References:
1. Adobe Photoshop CS6– Wiles’s
2. Adobe Photoshop– Complete Reference
3. Core Draw– Complete Reference
Paper – V: Lab Based on Web Technologies

Time: 3 Hrs  Maximum Marks: 50

Paper–VI: Lab Based on Photoshop and Corel Draw

Time: 3 Hrs  Maximum Marks: 75
Instructions for the Paper Setters:
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section. 
The student can use only Non-programmable & Non-storage type calculator.

Section A


Section B
3. Local Area Network Protocols: CSMA Protocols, IEEE standards 802, Token Bus, Token Ring, FDDI.
4. Data Link Layer Design Issues: Services provided to Network layer framing, error control, flow control, link management. Error detection & correction.

Section C

Section D

References:
3. Bhandari, Pardeep et.: Computer Networks, Kalyani Publisher
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – IV

Paper–II: Management Information System

Time: 3 Hrs
Maximum Marks: 50

Instructions for the Paper Setters:-
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
The student can use only Non–programmable & Non–storage type calculator.

Section A
Fundamental aspects of Information, Capturing of Information, Converting Information to Computer – readable form, source of Information, on–line Information access and capture.

Section B

Technologies for Information System: Latest trends in Hardware and Software.

Section C
Various types of information systems: Transaction processing systems, office Automation systems, MIS and decision support system.

Section D
Case studies of the Information System: Accounting Information systems, Inventory control systems & Marketing systems.

References:
Paper – III: Operating System

Time: 3 Hrs
Maximum Marks: 75

Instructions for the Paper Setters:
Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.
The student can use only Non–programmable & Non–storage type calculator.

Section A

Introduction:
Definition, evolution, need, early system, function, buffering spooling, single user, multiuser, multiprogramming, multiprocessing, multitasking, multithreading, batch processing, real time, time systems, time sharing systems, security, protection.

Section B

Processor Management / CPU Scheduling: CPU – I/O Basic Cycle, process state, process control lock, Scheduling, Queue, Schedulers, Scheduling Algorithms, Performance criteria, FCFS, SJF, Priority, SRTF, Round Robin, Multi – Levels users Algorithm.

Section C

Memory Management: Preliminaries, Machine Resident monitor, relocation, Swapping, backing storage, swap time, registers, box and limit registers, MFT, MFT job scheduling, region size selection, memory fragmentation, MVT, MVT job scheduling compaction, paging, Hardware, Job Scheduling.


Section D

File Management: Disk and File Management.

Deadlocks: Definition, Necessary condition, to occur RAG, Deadlock Prevention Mutual exclusion, Hold and wait, No pre–emption, circular wait Banker’s algorithms, Recovery from deadlock, semaphores.

References:
1. Operating System: Peter Galvin
2. Operating System: Ekta Walia, Kalyani Publishers
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – IV

Paper–IV: Lab Based on Operating System

Time: 3 Hrs  Maximum Marks: 50
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – IV

Paper–V

Time: 3 Hrs                                                     Maximum Marks: 50

Lab Based on Flash
Teaching Methodologies
The Core Module Syllabus for Environmental Studies includes class room teaching and field work. The syllabus is divided into 8 Units [Unit-1 to Unit-VII] covering 45 lectures + 5 hours for field work [Unit-VIII]. The first 7 Units will cover 45 lectures which are class room based to enhance knowledge skills and attitude to environment. Unit-VIII comprises of 5 hours field work to be submitted by each candidate to the Teacher in-charge for evaluation latest by 15 December, 2019.

Exam Pattern:
End Semester Examination- 75 marks
Project Report/Field Study- 25 marks [based on submitted report]
Total Marks- 100

The structure of the question paper being:

Part-A, Short answer pattern with inbuilt choice – 25 marks
Attempt any five questions out of seven distributed equally from Unit-1 to Unit-VII. Each question carries 5 marks. Answer to each question should not exceed 2 pages.

Part-B, Essay type with inbuilt choice – 50 marks
Attempt any five questions out of eight distributed equally from Unit-1 to Unit-VII. Each question carries 10 marks. Answer to each question should not exceed 5 pages.

Project Report / Internal Assessment:

Part-C, Field work – 25 marks [Field work equal to 5 lecture hours]
The candidate will submit a hand written field work report showing photographs, sketches, observations, perspective of any topic related to Environment or Ecosystem. The exhaustive list for project report/area of study are given just for reference:

1. Visit to a local area to document environmental assets: River / Forest/ Grassland / Hill / Mountain / Water body / Pond / Lake / Solid Waste Disposal / Water Treatment Plant / Wastewater Treatment Facility etc.
2. Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
3. Study of common plants, insects, birds
4. Study of tree in your areas with their botanical names and soil types
5. Study of birds and their nesting habits
6. Study of local pond in terms of wastewater inflow and water quality
7. Study of industrial units in your area. Name of industry, type of industry, Size (Large, Medium or small scale)
8. Study of common disease in the village and basic data from community health centre
9. Adopt any five young plants and photograph its growth
10. Analyze the Total dissolved solids of ground water samples in your area.
11. Study of Particulate Matter (PM_{2.5} or PM_{10}) data from Sameer website. Download from Play store.
12. Perspective on any field on Environmental Studies with secondary data taken from Central Pollution Control Board, State Pollution Control Board, State Science & Technology Council etc.
Unit-I
The multidisciplinary nature of environmental studies
Definition, scope and importance, Need for public awareness
(2 lectures)

Unit-II
Natural Resources: Renewable and non-renewable resources:
Natural resources and associated problems.
(a) Forest resources: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
(b) Water resources: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
(c) Mineral resources: Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
(d) Food resources: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
(e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, case studies.
(f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
• Role of an individual in conservation of natural resources.
• Equitable use of resources for sustainable lifestyles.
(8 Lectures)

Unit-III
Ecosystems
• Concept of an ecosystem
• Structure and function of an ecosystem
• Producers, consumers and decomposers
• Energy flow in the ecosystem
• Ecological succession
• Food chains, food webs and ecological pyramids
• Introduction, types, characteristic features, structure and function of the following ecosystem: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems (ponds, streams, lakes, rivers, ocean estuaries)
(6 Lectures)

Unit-IV
Biodiversity and its conservation
• Introduction – Definition: genetic, species and ecosystem diversity
• Biogeographical classification of India
• Value of biodiversity: consumptive use, productive use, social, ethical aesthetic and option values
• Biodiversity at global, national and local levels
• India as a mega-diversity nation
• Hot-spots of biodiversity
• Threats to biodiversity: habitat loss, poaching of wildlife, man wildlife conflicts
• Endangered and endemic species of India
• Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity
(8 Lectures)
Unit-V

Environmental Pollution:
Definition:
- Causes, effects and control measures of Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear pollution
- Solid waste management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution
- Pollution case studies
- Disaster management: floods, earthquake, cyclone and landslides  

(8 Lectures)

Unit-VI

Social Issues and the Environment
- From unsustainable to sustainable development
- Urban problems and related to energy
- Water conservation, rain water harvesting, watershed management
- Resettlement and rehabilitation of people; its problems and concerns. Case studies.
- Environmental ethics: Issues and possible solutions
- Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- Wasteland reclamation
- Consumerism and waste products
- Environmental Protection Act, 1986
- Air (Prevention and Control of Pollution) Act, 1981
- Water (Prevention and control of Pollution) Act, 1974
- Wildlife Protection Act
- Forest Conservation Act
- Issues involved in enforcement of environmental legislation
- Public awareness  

(7 Lectures)

Unit-VII

Human Population and the Environment
- Population growth, variation among nations
- Population explosion – Family Welfare Programmes
- Environment and human health
- Human Rights
- Value Education
- HIV / AIDS
- Women and Child Welfare
- Role of Information Technology in Environment and Human Health
- Case Studies  

(6 Lectures)
Unit-VIII

Field Work
- Visit to a local area to document environmental assets River / forest / grassland / hill / mountain
- Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
- Study of common plants, insects, birds
- Study of simple ecosystems-pond, river, hill slopes, etc

(Field work equal to 5 lecture hours)

References:
2. Down to Earth, Centre for Science and Environment, New Delhi.
Paper I: PROGRAMMING USING PYTHON

Time: 3 Hrs.  M. Marks: 75

Note:

(i) The paper setter is required to set eight questions in all and the candidates will be required to attempt any five questions out of these eight questions. All questions will carry equal marks.

(ii) The student can use only Non-programmable & Non-storage type calculator.

Introduction to Python: Process of Computational Problem Solving, Python Programming Language
Data and Expressions: Literals, Variables and Identifiers, Operators, Expressions, Statements and Data Types
Control Structures: Boolean Expressions (Conditions), Logical Operators, Selection Control, Nested conditions, Debugging
Lists: List Structures, Lists (Sequences) in Python, Iterating Over Lists (Sequences) in Python
Functions: Fundamental Concepts, Program Routines, Flow of Execution, Parameters & Arguments
Iteration: While statement, Definite loops using For, Loop Patterns, Recursive Functions, Recursive Problem Solving, Iteration vs. Recursion
Dictionaries: Dictionaries and Files, Looping and dictionaries, Advanced text parsing
Objects and Their Use: Introduction to Object Oriented Programming
Modular Design: Modules, Top-Down Design, Python Modules

Reference Books:
1. Python for Informatics, Charles Severance, version 0.0.7
Multimedia: Introduction, Data and File Formats standards, Conversion of different media types, criteria for designing multimedia presentation.

Multi–Media Building Blocks: – Text, Graphics, Video capturing, sound capturing, editing.

Basic Design Principle: proximity, visual hierarchy, symmetry/asymmetry, repetition, unity, contrast, dynamics, emphasis.

Advertisement and Computers: Definition, Concepts, Types, Principles, Objectives, Concepts, Role of computers in advertisement, animation, applications of software’s like Photoshop, CorelDraw, quark–express etc.


References:
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – V

Paper–III: Lab Based on Python

Time: 3 Hrs

Maximum Marks: 75
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – V

Paper–IV: Personality Development & Soft Skills

Time: 3 Hrs

Maximum Marks: 100
Theory: 75
Viva: 25

Note:

(i) The paper setter is required to set eight questions in all and the candidates will be required to attempt any five questions out of these eight questions. All questions will carry equal marks.

(ii) The student can use only Non-programmable & Non-storage type calculator.


Critical Thinking & Problem Solving: Creativity, Lateral thinking, Critical thinking, Multiple Intelligence, Problem Solving, Six thinking hats Mind Mapping & Analytical Thinking.

Teamwork: Groups, Teams, Group Vs Teams, Team formation process, Stages of Group, Group Dynamics, Managing Team Performance & Team Conflicts.


Leadership Skills: Leadership, Levels of Leadership, Making of a leader, Types of leadership, Transactions Vs Transformational Leadership.

References:

4. Shalini Verma (2014); “Development of Life Skills and Professional Practice”; First Edition; Sultan Chand (G/L) & Company
5. John C. Maxwell (2014); “The 5 Levels of Leadership”, Centre Street, A division of Hachette Book Group Inc.
UNIT I

1. Introduction to Social Media
   • Social media sites
   • 3 Zones of social media introduced
   • 5 Ps of marketing (participation)
   • Careers in social media marketing

2. Social consumers
   • Social media marketing segments
   • Digital consumers
   • Why people do what they do online
   • Diffusion of innovation in a wired world

3. Zones of social media: Zone 1 Social Community
   • Activities
   • Marketing Applications
   • Sites: Google+, Facebook, LinkedIn, Twitter, Reddit, Path, Mylife

UNIT II

4. Zones of social media: Zone 2 Social Publishing
   • Activities
   • Marketing Applications
   • Sites: Tumblr, Instagram, Pinterest, Wikipedia, Vine, facebook, StumbleUpon

UNIT III

5. Zones of social media: Zone 3 Social Entertainment
   • Activities
   • Marketing Applications
   Sites: Friendster, MySpace, Second Life, YouTube, Flickr, Tagged
BACHELOR OF VOCATION (B.VOC.)
(MODERN OFFICE PRACTICE) SEMESTER – VI

Paper–I
Major Project/ Training (Report and Presentation)

Duration: 6 Months
Max. Marks: 400
External Assessment: 200
Internal Assessment: 200

Report and Presentation should be submitted monthly

Internal Assessment is based upon the performance of above said report and presentation made.

Monthly report is to be evaluated by internal examiner of the concerned college.

Final report is to be submitted by the end of training period. External assessment is based on final report and viva voce. Final report is to be evaluated by external examiner appointed by Guru Nanak Dev University, Amritsar.