

Paper No: 305 (Information Technology and Data Analysis)

1. Main Objectives :

2. The Scheme of question paper:

- The paper will consist **four units**.
- Each Unit Should be given equal weight age in examination
- Total Marks are:**100**

70: External Examination

30: Internal Evaluation

10 Marks: Internal Examination.

10 Marks: Seminar, Presentation, Assignment.

10 Marks: Practical, Book Review Field Work, Quiz, and Research Report.

Unit: 1 HTML:

- Introduction to HTML
- What is HTML, a brief History
- Structure of a page
- Creating a simple web pages
- All about Links
- Text formatting with HTML

Unit: 2 Internets:

- What is internet and its advantage
- WWW, Email, Chatting and Voice mail. Document Transfer
- E Commerce
- B2B and B2C Concepts
- Electronic stock market and exchange
- Virus

Unit: 3 MS Access 2007:

- Introduction to Access 2007
- Database and Database management system
- Salient Features of Access 2007
- Screen of Access 2007
-

Unit: 4 MS Access 2007:

- Understanding of following database objects
- Tables, Queries, Forms and Reports
- Creating a Table in Design View
- Creating a Data from using wizards
- Queries using design View
- Creating Report using Wizards

References:

1. Personal Computer. Window 98 and Microsoft office 2007, Antani Hemang and Shah Keyur, TMH.
2. PC Software for windows 98 and simple, TExali RK, TMH.
3. Mastering Microsoft Office 2000, D.P. Nagarpal, Wheeter Publishing.