

**DEPARTMENT OF ODIA**

**SYLLABUS  
FOR  
VALUE ADDED COURSE  
(UG LEVEL)**

**CERTIFICATE COURSE IN COMPUTER  
APPLICATIONS**



**RAMA DEVI WOMEN'S UNIVERSITY  
Vidya Vihar, Bhubaneswar-751022**

*S. Mohanty*

*J. H. D.*  
H. O. D  
Dept. of Odia  
RDWU

*Manoj Kumar*  
Controller of Examinations  
R.D. Women's University  
Bhubaneswar

**DEPARTMENT OF ODIA  
RAMA DEVI WOMEN'S UNIVERSITY, VIDYA VIHAR, BHUBANESWAR**

**Learning Outcome for CERTIFICATE COURSE IN COMPUTER APPLICATIONS**

By completion of this course a learner should be able to:

1. Apply knowledge of programming, computing and domain knowledge to solve problems.
2. Analyze real world problems and use available technological solutions to design and implement the same.
3. Identify modern development tools and techniques and use them to develop solutions.
4. Show the technical proficiency in field of IT Application.
5. An ability to handle projects and design and develop IT based Application as per customer requirements.

**SYLLABUS**

**VALUE ADDED COURSE FOR UNDER GRADUATE  
CERTIFICATE COURSE IN COMPUTER APPLICATIONS**

CCA -01 Computer Fundamentals

CCA-02 PC Software

CCA-03 Internet and Web-Designing

Full mark:25

Total Credit:36

**Detailed Syllabus**

Course Code	Course Title	Course Details	Credits
CCA-01	Computer Fundamentals	<p>UNIT-I: Computer Fundamentals: Definition, Block Diagram along with its components, characteristics &amp; classification of computers, Applications of computers in various fields.</p> <p>Memory: Concept of primary &amp; secondary memory, RAM, ROM, types of ROM, flash memory, Secondary storage devices: Sequential &amp; direct access devices viz. magnetic tape, magnetic disk, CD, DVD.</p> <p>UNIT-II: Information Representation: Number Systems, Binary Arithmetic, Representation of Integer and Real Numbers, Concept of Codes: BCD Codes, Error detecting and correcting codes(Parity Bit Codes), Character Representation ASCII,EBCDIC, Unicode.</p> <p>UNIT-III: Planning the Computer Program: Concept of problem solving, Problem definition, Program design, Debugging, Types of errors in programming, Documentation.Techniques of Problem Solving: Flow charting, algorithms, decision table, Structured programming concepts, Programming methodologies viz. top-</p>	12

down and bottom-up programming.

Computer Languages: Analogy with natural language, low-level language, high-level language, language translator, characteristics of a good programming language.

UNIT-IV: Computer hardware & software: I/O devices, relationship between hardware and software, types of software.

Overview of operating system: Definition, functions of operating system, concept of multi programming, multitasking, multi threading, multiprocessing, time-sharing, real time, single-user & multi-user operating system.

CCA-02 PC Software

UNIT – I: MS-Windows: Features of Windows OS, Windows history; Files & Folders operations. Desktop, Recycle Bin, My Computer, My Documents, Windows Explorer, Configuring System Devices: Control Panel, Accessories in Windows.

UNIT – II: Documentation Using Word-Processing package: Introduction to MS-Office, Creating & Editing Document, Formatting Document, Auto-text, Auto correct, Spelling and Grammar Tool, Page Formatting, Bookmark, Mail Merge, Macros, Tables, Printing, Styles.

UNIT – III: Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, Sorting, Filtering, Validation.

UNIT – IV: Presentation using MS-PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.

12

CCA-03 Internet and Web-Designing

UNIT – I : Introduction to Computer Networks: Types of Computer Networks and their typologies.

Introduction to Internet and World Wide Web; Evolution and History of World Wide Web; Basic features; Web Browsers; Web Servers; Hypertext Transfer Protocol; URLs; Search Engines and Search Tools.

UNIT - II: Web Publishing: Hosting your Site; Internet Service Provider; Planning and designing your Web Site; Steps for developing your Site; Choosing the contents; Home Page; Domain Names. Internet Concepts: IP addresses, DNS; Internet Services; E-mail, File transfer and FTP; Remote login using TELNET; Internet Connections: Dial up; Leased line; Modems; DSL.

UNIT – II: Web Development: Introduction to HTML; Elements of an HTML document : HTML command Tags; Creating Links; Headers; Text styles; Text Structuring; Text colors and Background; Formatting text; Page layouts.

UNIT – IV: Images; Ordered and Unordered lists; Inserting Graphics; Table Creation and Layouts; Frame Creation and Layouts; Working with Forms, Working with Radio Buttons; Check

12

Boxes; Text Boxes.

TEXT BOOKS

1. Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB
2. Dromey, R.G., How to Solve it By Computer, PHI
1. Microsoft Office – Complete Reference – BPB Publication
2. Learn Microsoft Office – Russell A. Stultify – BPB Publication
1. Raj Kamal, "Internet and Web Technologies", Tata McGowan-Hill.
2. Ramesh Bangia, "Multimedia and Web Technology", Firewall Media.
3. Deitel and Goldberg, "Internet and World Wide Web, How to Program", PHI

REFERENCE BOOKS

1. Norton, Peter, Introduction to Computer, McGowan-Hill
2. Leon, Alexis & Leon, Mathews, Introduction to Computers, Leon Tech World
3. Rajaraman, V., Fundamentals of Computers, PHI
4. Ram, B., Computer Fundamentals, Architecture & Organization, New Age International (P) Ltd.
1. Courter, G Marquis (1999). Microsoft Office 2000: Professional Edition. BPB.
2. Koers, D (2001). Microsoft Office XP Fast and Easy. PHI.
3. Nelson, S L and Kelly, J (2002). Office XP: The Complete Reference. Tata McGowan-Hill.
1. Thomas A. Powell, "Web Design: The Complete Reference" , 4/e, Tata McGowan-Hill
2. Wendy Willard, "HTML Beginners Guide", Tata McGowan-Hill.

**DEPARTMENT OF ODIA**

**SYLLABUS  
FOR  
VALUE ADDED COURSE  
(UG LEVEL)**

**CERTIFICATE COURSE IN TRANSLATION  
(ENGLISH - ODIA )**



**RAMA DEVI WOMEN'S UNIVERSITY  
Vidya Vihar, Bhubaneswar-751022**

*S. Mohanty*

*S. Mohanty*  
In-charge of Examinations  
R.D. Women's University  
Bhubaneswar

*S. Mohanty*  
Dept. of Odia  
H.O.D.

**DEPARTMENT OF ODIA  
RAMA DEVI WOMEN'S UNIVERSITY, VIDYA VIHAR, BHUBANESWAR**

**Learning Outcomes for CERTIFICATE COURSE IN TRANSLATION (ENGLISH - ODIA ) CIT**

After completing the course, the learners will be able to:

- apply the skills of translation in everyday communication in the fields of business, journalism and mass communication, politics and tourism
- translate simple literary passages in English into Odia for academic and non-academic purposes
- translate the official communication/documents in English into Odia and facilitate faster channels of communication in the organizations where they are working

**SYLLABUS**

**VALUE ADDED COURSE FOR UNDER GRADUATE  
CERTIFICATE COURSE IN TRANSLATION (ENGLISH - ODIA ) CIT**

CIT -01 Nature and Scope of Translation	Full mark:25
CIT -02 Functional & literary Translation	Total Credit:36
CIT -03 Translation of official Documents	

**Detailed Syllabus**

Course Code	Course Title	Course Details	Credits
CIT-01	Nature and scope of Translation	Unit-1: Meaning, Nature and Scope of Translation Unit-2: Relevance of Translation in the age of Globalization Unit-3: Literal Translation and trans-creation Unit-4: Difficulties of Translating from English into Odia Unit-5: Duties and Responsibilities of a Translator, Limitations of Translation	12
CIT-02	Functional & literary Translation	Unit-6: Understanding Phrase & Sentence Structure in English and Odia Unit-7: Using Dictionaries and Thesaurus in Translation Unit-8: Translation of Registers, Technical, sample non-literary and technical Terms passages and texts like scientific, sociological, political speeches and philosophical texts Unit-9: Nature and scope of literary translation Unit-10: Translation of sample literary texts like essays, travelogues, criticism, biographies and autobiographies, children's books, stories and excerpts from novels <b>(Practice in Translation: One passage of 500 words shall be chosen from four categories for translation during this</b>	12

CIT-03	Translation of official Documents	<p><b>course)</b></p> <p>Unit-11: Importance of translating official documents</p> <p>Unit-12: Translation of administrative terminology</p> <p>Unit-13: Translation of official communications, various types of official forms and formats</p> <p>Unit-14: Translation of reports like administrative reports, reports of NGOs, corporate houses and international funding agencies like UNICEF, World Bank, DFID, UNDP etc</p> <p>Unit-15: Machine Translation: Advantages and Disadvantages</p> <p><b>(Practice in Translation: One passage of 500 words shall be chosen from four categories for translation during this course)</b></p>	<b>12</b>
--------	---	---	-----------

REFERENCE BOOKS

1. Alex, K. (2010) Soft Skills, S. Chand Publishing, New Delhi.
2. Mitra, Barun K. 2011 Personality Development and Soft Skills, Oxford University Press.

**DEPARTMENT OF ODIA**

**SYLLABUS  
FOR  
VALUE ADDED COURSE  
(PG LEVEL)**

**SPOKEN ENGLISH**



**RAMA DEVI WOMEN'S UNIVERSITY**

**Vidya Vihar, Bhubaneswar-751022**

*Mohanty*

*Mr. Mohanty*  
Controller of Examinations  
R.D. Women's University  
Bhubaneswar

*Sanjay Kumar*  
Dept. of Odia  
R.D.W.U.  
Bhubaneswar



## SPOKEN ENGLISH

Learning outcomes for Skill based study in spoken English

After completing the course, the learners will be able:

1. To reinforce the basic concepts of English Grammar.
2. To improve the Pronunciation and Vocabulary skills
3. To implement the Grammar, Pronunciation and Vocabulary Skills into practice.
4. To make the students build skills for Comprehension and Vocabulary.
5. To develop Listening, Speaking, Reading and Writing Skills
6. To improve verbal and nonverbal communication style
7. To enhance effective Communication Skills and Interpersonal Skills
8. To build confidence in English

Unit-1: Subject verb Agreement

- a. Eight number of Part of speech  
(Noun, Pronoun, Adjective, Verb, Adverb,  
Preposition, Conjunction, Interjection)
- b. Articles: A, An, The)

Unit-2 : What is communicative English?

Correct Spelling and Punctuation  
Reading & Listening Comprehension,  
Improving Writing skills.

Unit-3 : Passage Writing, Translation (Odia to  
English, English to Odia)

Social conversation skills, Presentation,  
Group Discussion, Skit.

### REFERENCE BOOKS

1. Spoken English for India: A Manual of Speech and Phonetics by R. K. Bansal and J. B. Morrison
2. A Textbook of English Phonetics for Indian Students by T. Balsubramaniun
3. University Grammar of English by Randolph Quirk
4. Better English Pronunciation by J. D. O'Connor
5. Word Power Made Easy by Norman Lewis
10. Effective Communication Skills by MTD Training
11. Advanced Communication Skills by MTD Training

12. How to Effectively Communicate? by Paul Newton
13. English Grammar and Composition by Wren and Martin
14. English Grammar and Composition by pal and Suri
15. Text Book of Communicative English by SmitaSinha

Teaching Methodology:-

I) Participative Learning Method:

1. Group Discussion.
2. Mock Interview
3. Role Play
4. Word Games

II) Experiential Learning Methodology:

1. Audio- Visual Aids
2. Writing Project

III) Interactive Learning Methodology:

1. Public Speech