

# SKILL ENHANCEMENT COURSES

## SYLLABUS FOR THE **SUBJECT: ECONOMICS**

for the award of the Degree in

**BACHELOR OF ARTS/ BACHELOR OF SCIENCE/HONOURS**

(Offered under 4-year UG Degree Programme)

(Credit Based Grading System)  
under NEP 2020

**Batch: 2025–29**



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**GURU NANAK DEV UNIVERSITY AMRITSAR**

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Skill Enhancement Courses in Economics  
(CBGS) (under NEP 2020) (Batch 2025-29)

**SCHEME**  
**ECONOMICS**  
**SKILL ENHANCEMENT COURSES (SEC)**

**SEC-I**

<b>Sr. No.</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credits L-T-P</b>	<b>Total Credits</b>	<b>Marks</b>
1.		COMPUTER APPLICATIONS FOR ECONOMISTS-I (THEORY & PRACTICAL)	2-0-1	3	75

**SEC-II**

<b>Sr. No.</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credits L-T-P</b>	<b>Total Credits</b>	<b>Marks</b>
1.		COMPUTER APPLICATIONS FOR ECONOMISTS-II (THEORY & PRACTICAL)	2-0-1	3	75

**SEC-III**

<b>Sr. No.</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credits L-T-P</b>	<b>Total Credits</b>	<b>Marks</b>
1.		COMPUTER APPLICATIONS FOR ECONOMISTS-III (THEORY & PRACTICAL)	2-0-1	3	75

**ECONOMICS**  
**SKILL ENHANCEMENT COURSES**  
**(SEC-I)**  
**COMPUTER APPLICATIONS FOR ECONOMISTS – I**  
**(THEORY & PRACTICAL)**

**Time: 3 Hours**

**L- T -P**  
**Credits: 2 - 0 - 1**  
**Marks: 75**  
**Theory : 50 Marks**  
**Practical : 25 Marks**  
**60 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.

**SECTION-A**

**Information Concepts and Processing:**

Evolution of Information Processing Data Information Language Communication and Network Client Server Systems Computer Networks LAN & WAN

**SECTION-B**

**Internet:**

Understanding the Internet  
E-mail Basics  
Browsing the Web  
Finding Stuff on the Web and Net

**SECTION-C**

**Elements of a Computer Processing System**

Hardware – CPU  
Storage Devices and Media  
VDU Input – Output

**SECTION-D**

**Programming Languages**

Classification  
Machine Code  
Assembly Language  
Higher Level Languages

**\*\* Note:- 2 Practical Periods will be equivalent to 1 Credit**

**Recommended Texts:**

1. Fundamentals of Computer by Rajaraman V, Prentice Hall of India, 2014.
2. PC Complete by Sybex 2<sup>nd</sup> Edition, 2000.
3. Computer Fundamental by S. Jain, S. Singh, BPB Publications, 2017.
4. Introduction to Computer : Fundamentals of Computer Science by N. Subramaniam. Tata McGraw Hill, 2005.
5. Computer Fundamentals by P.K. Sinha and Preeti Sinha, BPB Publications, 2004.
6. Windows based Computer System by Dr. Gurbinder Singh and Rachhpal Singh, Kalyani Publishers, 2018.

**ECONOMICS**  
**SKILL ENHANCEMENT COURSES**  
**(SEC-II)**  
**COMPUTER APPLICATIONS FOR ECONOMISTS – II**  
**(THEORY & PRACTICAL)**

**Time: 3 Hours**

**L- T -P**  
**Credits: 2 - 0 - 1**  
**Marks: 75**  
**Theory : 50 Marks**  
**Practical : 25 Marks**  
**60 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.

**SECTION-A**

**Introduction to windows**

- a) Parts of Windows Screen (Definition) - The Desktop, the taskbar - Start Menu - The windows – Icons
- b) Types of windows - Application Windows - Document Windows
- c) Anatomy of a window
  - The title bar - Minimize and Maximize buttons
  - The control box - Scroll bars, scroll buttons and scroll boxes
  - About my computer icon
  - About the networking neighbour hood icon
  - Recycle bin - Folders
  - creation and definition
  - Windows explorer (definition)
  - Shortcut icons with creation and definition

**SECTION-B**

**Introduction to MS–Office**

**Introduction to Word (Word for Windows)**

1. Introduction to Word
2. Introduction to Parts of a Word Window (Title bar, Menu bar, Tool bar, the Ruler, Status area)
3. Creating new document
4. Opening an existing document
5. To insert a second document into an open document
6. Editing a document
7. Deleting text, replacing text, moving and copying text
8. Page setup
9. Margins and gutters
10. Changing fonts and front size
11. To make text bold, italic or underline
12. Line spacing
13. Centering, right alignment and left alignment
14. Page breaks

### SECTION-C

15. Headers and footers
16. Putting page numbers in headers and footers
17. Saving documents - naming word document - saving in different formats - saving on different disks
18. Spell checker

### SECTION-D

19. Printing
20. Creating a table using the table menu - entering and editing text in tables - selecting in tables - adding rows - changing row heights - deleting rows - inserting columns - changing columns and cell width
21. Borders and shading
22. Templates and wizards
23. Working the graphics
24. Drawing objects
25. Using frames, position objects
26. Mail merge
27. Using word and word documents with other applications

**\*\* Note:- 2 Practical Periods will be equivalent to 1 Credit**

#### ***Recommended Texts:***

1. Computer Fundamentals by P.K. Sinha and Preeti Sinha, BPB Publications, 2004.
2. Windows based Computer System by Dr. Gurvinder Singh and Rachhpal Singh, Kalyani Publishers, 2018.

**ECONOMICS**  
**SKILL ENHANCEMENT COURSES**  
**(SEC-III)**  
**COMPUTER APPLICATIONS FOR ECONOMISTS – III**  
**(THEORY & PRACTICAL)**

**Time: 3 Hours**

**L- T -P**  
**Credits: 2 - 0 - 1**  
**Marks: 75**  
**Theory : 50 Marks**  
**Practical : 25 Marks**  
**60 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.

**SECTION-A**

Introduction to Database Management System, Components of DBMS, E.R. Diagrams, Data Models, Hierarchical Model, Network Model and Relational Model.

**SECTION-B**

Concept of Database Security, Protection, Integrity, Recovery, Concurrency. Idea of Distributed Databases, Knowledge Base/Expert Systems ORACLE 10g: SQL. \*PLUS Introduction to Oracle 10g SQL– DDL, DML, DCL

**SECTION-C**

ORACLE 10g: SQL. \*PLUS Join methods & Sub query, Union, Intersection, Minus, Tree Walking Built in Functions, Views, Security amongst users, Sequences, Indexing Object Oriented Features of Oracle 10g

**SECTION-D**

PL/SQL Introduction to PL/SQL Cursors– Implicit & Explicit Procedures, Functions & Packages Database Triggers

**\*\* Note:- 2 Practical Periods will be equivalent to 1 Credit**

**Recommended texts:**

1. An Introduction to Database Systems by C.J. Date, Pearson, 2016.
2. An Introduction to Database Systems by Bipin C. Desai, Galgotia Publications, 2012.
3. Database System Concepts by Henry F. Korth, McGraw Hill, 2013.
4. SQL, PL/SQL The Programming Language of Oracle by Ivan Bayross, BPB Publications, 2010.
5. SQL, The Complete Reference, by James Groff, McGraw Hill, 2017.