

FOUR YEAR UNDERGRADUATE PROGRAM 2024-28
FACULTY OF Home Science
COURSE CURRICULUM

PART A: Introduction		
Program: Bachelor in Home Science (Certificate / Diploma / Degree/Honors)		Semester : II
Session: 2024-25		
1	Course Code	HSSC – 06T
2	Course Title	Personal Empowerment and Computer Basics
3	Course Type	DSC
4	Pre-requisite(if any)	<i>As per Program</i>
5	Course Learning Outcomes (CLO)	<ul style="list-style-type: none"> • To identify personal growth and development. • To analyze Women empowerment. • To evaluate Home science as empowerment tool. • To assess Computer fundamentals. • To recognize Various Operating Systems.
6	Credit Value	3 C <i>1 Credit = 15 Hours - learning & Observation</i>
7	Total Marks	Max. Marks: 100 Min Passing Marks : 40

PART B: Content of the Course		
Total No. of Teaching – learning Periods (01 hr per period) : 45 Period (45 hours)		
Unit	Topics (Course Contents)	No. of Period
I	Personal Growth and Personality Development (Through exercises, role play, discussions): The challenge: understanding and managing oneself, being aware of one's strengths and weaknesses. Personality Development: Factors and influences: emotional and motivational aspects; assertion vs. aggression, Peer pressures: Issues and management; group conformity and individualism as co-existing aspects, Conflicts and stresses, simple coping strategies.	12
II	Empowerment of Women: Women and Development: The personal, familial, societal and national perspectives, Capacity building for women: Education, decision-making abilities and opportunities, awareness and information on legal and political issues, Women's organizations and collective strength : Women's action groups, women's participation in development initiatives.	11
III	Home Science Education as Empowerment: The interdisciplinary of Home Science Education, The role of Home Science Education for personal growth and professional development, Home Science as holistic education with integration of goals for persons, enhancement and community development. Some Significant Contemporary Issues of Concern: Gender issues: inequities and discriminations, biases and stereotypes; myths and facts, AIDS: Awareness and educations	11
IV	Computer Fundamentals: Overview about computers, Components of a computer, Input/output devices, Secondary storage devices, Representation of Data : Files, Records, Files, File organization and access, Introduction to Operating Systems.	11
Keywords: - Personality development, Role play, Discussions, women empowerment, home science education, Fundamentals of computers.		

Bachelor in Home Science (FYUP)



Part C:**Learning Resources : Text Books, Reference Books, Other Resources****Text books Recommended –**

1. Women resources & national development – Chandashekhar,
2. Career management, A new challenge vol:1- Bhattacharya
3. India Youth- process of socialization- Gove M.S. 3rd Edition, Vishwa Yuva Kendra
4. Computer fundamental- Pradeep K Sinha, 8th edition, BPB Publication.
5. Basic computer course- Changeriya, 3rd Edition, Chetan Prakashan
6. Computer basics- Gourav Agrawal, 2nd Edition, Digital Munim ji.
7. Women's Resource and National Development - A Perspective, 1992 Edition, Gaurav Publishing House.
8. Fundamentals of Teaching Home Science - Chandra A.A. Shah and U. Joshi, 1989 Edition, Sterling Publishers Pvt Ltd.
9. Understanding Psychology - Feldman, R. 1987 Edition, McGraw Hill Co.
10. SWAYAM portal course based Information and Communication technology- Dr. Aprajita Bhatt.






Online Resource:

- Women Empowerment : https://www.youtube.com/results?search_query=women+empowerment
- <https://www.youtube.com/watch?v=y2kg3M0k1sY>
- <https://edu.gcfglobal.org/en/computerbasics/>
- <https://www.udemy.com/course/the-complete-basic-computer-course-master-using-computer/>

PART D: Assessment and Evaluation**Suggested Continuous Evaluation Methods:****Maximum Marks: 100 marks****Continuous Comprehensive Evaluation(CCE): 30 Marks****Semester End Exam (SEE): 70 Marks**

Internal Assessment: Continuous Internal Assessment (CIA)	Internal Test / Quiz(2) –20+20 Assignment/Seminar – 10 Total Marks– 30	Better marks out of the two tests/ Quiz + Obtained marks in assignment shall be considered against 30 Marks
End Semester Exam (ESE):	Two section – A & B Section A: Q1. Objective – 10 x1= 10 Mark; Q2. Short answer type- 5x4 =20Marks Section B: Descriptive answer type qts., 1 out of 2 from each unit-4x10=40 Marks	

Signature of Convener and Members (CBoS):






 A. Singh
 CDS. Amrita Singh
 Dr. B. Sethi
 S. Singh

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FACULTY OF Home Science
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PART A: Introduction			
Program: Bachelor in Home Science <i>(Certificate / Diploma / Degree/Honors)</i>		Semester : II	Session: 2024-25
1	Course Code	HSSC – 06P	
2	Course Title	Personal Empowerment and Computer Basics <i>(Practical)</i>	
3	Course Type	DSC	
4	Pre-requisite (if any)	<i>As per Program</i>	
5	Course Learning Outcomes (CLO)	<ul style="list-style-type: none"> • To acquaints with knowledge of structure of computer. • To understand functioning of computer with different operating systems. • To apply internet and its utilities • To explore MS Excel for calculations and graphical presentation. • To identify Various Operating Systems with latest configuration. 	
6	Credit Value	1 C	<i>1 Credit = 30 Hrs Laboratory/ Field Learning /Training</i>
7	Total Marks	Max. Marks: 50	Min Passing Marks: 20

Part B: Content of the Course		No. of Periods
Total No. of Teaching – learning / Performance Periods : 30 periods (30 hours)		
Module	Topics (Course Contents)	
Lab/ Field Training/ Experiment contents of the course	1. a. Introduction b. Exploring the Desktop c. Running multiple programs d. Accessories e. Control Panel f. Managing Documents and Folders 2. MS Word a. Starting MS-WORD b. Creating and Formatting a document c. Changing Fonts and Point Size d. Table Creation and operations e. Autocorrect, Auto Text, Spell Check, Thesaurus f. Word Art, inserting objects g. Mail merge, letter, label, envelope h. Page set-up, Page preview i. Printing a document 3. MS-Excel a. Starting Excel b. Work Sheet, Cell, Inserting Data into Rows/Columns c. Alignment, Text-wrapping	30

	<ul style="list-style-type: none"> d. Sorting data, Auto sum e. Use of functions, referencing formula cells in other formulae f. Naming cells and ranges, Goal seek g. Generating graphs h. integrating Worksheet, data and charts with WORD i. Creating Hyperlink to a WORD document j. Page set-up, Print Preview, Printing Worksheets. <p>4 Internet</p> <ul style="list-style-type: none"> a. Genesis and use of Internet b. Software and hardware equipments for Internet c. Accessing the Internet, Web Page, Using a Search Engine, Accessing the Internet from MS-Office applications <p>5 Project- Write on any relevant topic using computer skills- Graph, Calculation</p>	
Key words	Operating System, Internet, web page, hyper link , work sheet	












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Online Resource:

- MS Word
https://www.youtube.com/results?search_query=MS+Word
- MS Excel
https://www.youtube.com/results?search_query=MS+Excel
- Internet : https://www.youtube.com/results?search_query=Internet
- <https://www.udemy.com/course/the-complete-basic-computer-course-master-using-computer/>
- <https://www.linkedin.com/pulse/empowering-digital-age-importance-computer-literacy-shirish-raj>

PART D :Assessment and Evaluation**Suggested Continuous Evaluation Methods:****Maximum Marks: 50 Marks****Continuous Internal Assessment (CIA): 15 Marks****End Semester Exam(ESE): 35 Marks**

Internal Assessment: Continuous Comprehensive Evaluation(CCE)	Internal Test / Quiz Marks -10 & 10 Assignment/Seminar + Attendance - 05 Total Marks -15	Average of the obtained marks in best two and Assignment shall be Considered against...15 Marks
End Semester Exam (ESE):	Laboratory / Field Skill Performance : on spot Assessment A. Performed the task based on learned skill -20 marks B. Spotting based on tools- 10 marks C. Viva –voce (based on principle/ Technology) -05 Marks	

Signature of Convener and Members (CBoS):



 A. Singh
 (Dr. Amito Singh)
 Dr. B. Sethi
 Mrs. Manita R. Deo
 R. Deo
 R. Deo
 R. Deo