Program	BACHELOR OF VOCATION (B.Voc.)	**Semester - 1**
Type of Course	-	
Prerequisite		
Rationale	-	
Effective From A.Y.	2024-25	

Teaching Scheme (Contact Hours)				Examination Scheme				
Lecture	Tutorial	Lab	Credit	Theory Marks		Practical Marks		Total Marks
				SEE T	IAT	SEE P	CCE	
-	-	16	6	-	-	100	100	200

***SEE** - Semester End Examination, **IAT** - Internal Assessment Test, **CCE** - Continues & Comprehensive Evaluation*

Course Content

T - Teaching Hours | **W** - Weightage

Sr.	Topics	T	W
1	**Basic configurations for requirements** **PC1.** Practice on Installation of Windows 7, 8, 10, Linux **PC2.** Installation of MS Office, Libre Office, Open source and utilities, remote control, chat, voice and video, Live CD Operations **PC3.** Operations browsing, downloading messages, pictures from internet, sending and receiving emails, sending attachments of pictures and text information, E-chatting **PC4.** Testing and troubleshooting of Modem. Operating of Routers, Security Implementations, Troubleshooting of internet connection **PC5.** Operating WiFi access points/ modems, setting up of blue tooth and data sharing with mobiles	20	
2	**Working with Database** **PC1.** Practice Excel - creating various worksheets, mathematical calculations, using different formulae **PC2.** Creating and designing tables, forms in MS Access **PC3.** Data entering using forms/ tables with different fields, modifying structure, generating queries, reports **PC4.** Installation of MySQL **PC5.** Configuration of MySQL **PC6.** Practice on MySQL syntax and creating database design. Importing and exporting formats **PC7.** Practice on Database repair and archival **PC8.** Practicing on Creation and use of database, Data type, Creation of table **PC9.** Practicing on simple insert query and insert query using select **PC10.** Select Specific Column **PC11.** Concatenate the text value in the output **PC12.** Practice on where clause. Practice on arithmetic operation, comparisons operator, and/ or operator **PC13.** Practice on Null value, order by Top value of the table, Distinct **PC14.** Practice on Aggregate and Group by –Min, Max, Sum, Count, Group by, Compute and compute by Pivot **PC15.** Practice on Aggregate and Group by –Min, Max, Sum, Count, Group by, Compute and compute by Pivot **PC16.** Practice on Sub queries – and exists, Nested sub queries, Correlated sub queries. **PC17.** Create a online database using any one of Open Tools Postgre SQL (Or) Ingres (Or) Fire Bird, (Or) Cubrid (Or) ISQL	80	
3	**Database Security, Backup and Recovery**	20	

Course Content

T - Teaching Hours | **W** - Weightage

Sr.	Topics	T	W
	PC1. Practice on configure and maintain back up strategy, manage different back up models. Practice on restoring a database to point in time **PC2.** Practice on Restoring in, create a restore strategy for redundant server **PC3.** Manage logins and server roles Configure server security; secure the SQL Server using Windows Account/SQL Server accounts, server roles; create login accounts **PC4.** Manage database permissions Configure database security; database level, permissions; protect objects from being modified		
4	**Manage your work to meet requirements** **PC1.** Establish and agree your work requirements with appropriate people **PC2.** Keep your immediate work area clean and tidy **PC3.** Utilize your time effectively **PC4.** Use resources correctly and efficiently **PC5.** Treat confidential information correctly **PC6.** Work in line with your organization's policies and procedures **PC7.** Work within the limits of your job role **PC8.** Obtain guidance from appropriate people, where necessary **PC9.** Ensure your work meets the agreed requirements	20	
5	**Work effectively with colleagues** **PC1.** Communicate with colleagues clearly, concisely and accurately **PC2.** Work with colleagues to integrate your work effectively with them **PC3.** Pass on essential information to colleagues in line with organizational requirements **PC4.** Work in ways that show respect for colleagues **PC5.** Carry out commitments you have made to colleagues **PC6.** Let colleagues know in good time if you cannot carry out your commitments, **PC7.** Explaining the reasons **PC8.** Identify any problems you have working with colleagues and take the initiative to solve these problems **PC9.** Follow the organization's policies and procedures for working with colleagues	20	
6	**Maintain a healthy, safe and secure working environment** **PC1.** Comply with your organization's current health, safety and security policies and procedures **PC2.** Report any identified breaches in health, safety, and security policies and procedures to the designated person **PC3.** Identify and correct any hazards that you can deal with safely, competently and within the limits of your authority **PC4.** Report any hazards that you are not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected **PC5.** Follow your organization's emergency procedures promptly, calmly, and efficiently **PC6.** Identify and recommend opportunities for improving health, safety, and security to the designated person **PC7.** Complete any health and safety records legibly and accurately	20	
7	**Maintain a healthy, safe and secure working environment**	20	

Course Content

T - Teaching Hours | **W** - Weightage

Sr.	Topics	T	W
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	Total	**200**	