

SECOND SEMESTER (COMPUTER SCIENCE AND ENGINEERING)

Sr. No.	SUBJECTS	STUDY SCHEME Periods/Week			Credits	MARKS IN EVALUATION SCHEME									Total Marks of Internal & External
						INTERNAL ASSESSMENT			EXTERNAL ASSESSMENT						
		<i>L</i>	T	P		<i>Th</i>	Pr	Tot	Th	Hrs	Pr	Hrs	Tot		
2.1	*Applied Mathematics-II	5	-	-	4	20	-	20	50	2 ½	-	3	50	70	
2.2	*Applied Physics-II	5	-	2	5	20	10	30	50	2 ½	20	3	70	100	
2.3	Basics of Electrical and Electronics Engineering	5	-	4	5	20	30	50	50	2 ½	50	3	100	150	
2.4	Multimedia & Animation	4	-	4	5	20	30	50	50	2 ½	50	3	100	150	
2.5	Concept of Programming Using C	5	-	6	6	20	30	50	50	2 ½	50	3	100	150	
2.6	Office Automation Tools	-	-	6	2		30	30	-	-	50	3	50	80	
#Student Centred Activities		-	-	2	1		30	30	-	-	-	-	-	30	
Total		24	-	24	28	100	160	260	250	-	220	-	470	730	

*Common course with other diploma programmes# Student Centred Activities will comprise of co-curricular activities like extension lectures, games, hobby clubs e.g. photography etc., seminars, declamation contests, educational field visits, N.C.C., NSS, Cultural Activities and self study etc.

2.1 APPLIED MATHEMATICS - II

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RATIONALE

Basic elements of integral calculus, differential calculus, numerical methods, differential equations included in this course will play a vital role in understanding engineering problem mathematically. This will also develop analytical as well as conceptual abilities among students.

LEARNING OUTCOMES

After undergoing this course, the students will be able to:

- Calculate simple integration by methods of integration
- Evaluate the area under curves, surface by using definite integrals.
- Calculate the area and volume under a curve along areas
- Solve the engineering problems with numerical methods.
- Understand the geometric shapes used in engineering problems by co-ordinate geometry.

DETAILED CONTENTS

1. Integral Calculus - I

(20 Periods)

Methods of Indefinite Integration:-

- 1.1 Integration by substitution.
- 1.2 Integration by rational function.
- 1.3 Integration by partial fraction.
- 1.4 Integration by parts.
- 1.5 Integration of special function

2. Integral Calculus – II

(20 Periods)

- 2.1 Meaning and properties of definite integrals, Evaluation of definite integrals..
- 2.2 Application : Length of simple curves, Finding areas bounded by simple curves Volume of solids of revolution, centre of mean of plane areas.

2.3 Simpsons 1/3rd and Simpsons3/8th rule and Trapezoidal Rule : their application in simple cases. Numerical solutions of algebraic equations; Bisections method, Regula-Falsi method, Newton-Raphson's method(without proof), Numerical solutions of simultaneous equations; Gauss elimination method(without proof)

3. Co-ordinate Geometry (2 Dimension) (18 Periods)

3.1 Circle

Equation of circle in standard form. Centre - Radius form, Diameter form, Two intercept form.

4. Co-ordinate Geometry (3 Dimension) (12 Periods)

4.1 Straight lines and planes in space

Distance between two points in space, direction cosine and direction ratios, Finding equation of a straight line (without proof)

INSTRUCTIONAL STRATEGY

Basic elements of Differential Calculus, Integral Calculus and differential equations can be taught conceptually along with real engineering applications in which particular algorithm and theory can be applied. Numerical examples will be helpful in understanding the content of the subject.

MEANS OF ASSESSMENT

- Assignments and Quiz/Class Tests
- Mid-term and End-term Written Tests
- Model/Prototype Making

RECOMMENDED BOOKS

1. Elementary Engineering Mathematics by BS Grewal, Khanna Publishers, New Delhi
2. Engineering Mathematics, Vol I & II by SS Sastry, Prentice Hall of India Pvt. Ltd.,
- 3 Applied Mathematics-II by Chauhan and Chauhan, Krishna Publications, Meerut.

4. Applied Mathematics-I (B) by Kailash Sinha and Varun Kumar; Aarti Publication, Meerut
8. e-books/e-tools/relevant software to be used as recommended by AICTE/ NITTTR, Chandigarh.

SUGGESTED DISTRIBUTION OF MARKS

Topic	Time Allotted (Periods)	Marks Allotted (%)
1.	20	28
2.	20	28
3.	18	24
4	12	20
Total	70	100

2.2 APPLIED PHYSICS – II

L T P

5 - 2

RATIONALE

Applied physics includes the study of a diversified topics related to the world around us. It aims to give an understanding of this world both by observation and by prediction of the way in which objects behave. Concrete knowledge of physical laws, analysis and applications in various fields of engineering and technology are given prominence in this course content.

Note: Teachers should give examples of engineering/technology applications of various concepts and principles in each topic so that students are able to learn and appreciate these concepts and principles. In all contents, SI units should be followed.

LEARNING OUTCOMES

After undergoing this subject, the student will be able to;

- Define wave motion its types (Transverse and Longitudinal), Periodic and Simple Harmonic Motion, solve simple problems.
- Define the terms: frequency, amplitude, wavelength, velocity of a wave.
- Explain various Engineering, Medical and Industrial applications of Ultrasonics.
- Apply acoustics principles to various types of buildings to get best sound effect
- Explain diffraction, interference, polarization.
- Define capacitance and its unit. They will be able to explain the function of capacitors in simple circuits, solve simple problems using $C=Q/V$
- Explain the role of free electrons in insulators, conductors and semiconductors, qualitatively the terms: potential, potential difference, electromotive force.
- Explain the concept of electric current, resistance and its measurement.
- List the effects of an electric current and their common applications, State and apply Ohm's law, calculate the equivalent resistance of a variety of resistor combinations, determine the energy consumed by an appliance, distinguish between AC and DC electricity
- Explain Biot-Savart Law, Ampere's law, Lorenz Force.
- State the laws of electromagnetic induction, describe the effect on a current-carrying conductor when placed in a magnetic field
- Explain operation of moving coil galvanometer, simple DC motor
- Apply the knowledge of diodes in rectifiers, adapters IC's and various electronic circuits. Apply the concept of light amplification in designing of various LASER based instruments and optical sources.
- Explain total internal reflection and apply this concept for optical fibre and its uses in Medical field and Communication.

DETAILED CONTENTS

1. Wave motion and its applications (12 periods)
 - 1.1 Wave motion, transverse and longitudinal wave motion with examples, sound and light waves, relationship among wave velocity, frequency and wave length and its application
 - 1.2 Wave equation $y = r \sin wt$, phase, phase difference, principle of superposition of waves
 - 1.3 Simple Harmonic Motion (SHM): definition and characteristic, expression for displacement, velocity, acceleration, time period, frequency in S.H.M., Energy of a body executing S. H. M., simple pendulum, concept of simple harmonic progressive wave,
 - 1.4 Free, Damped and forced oscillations, Resonance with examples, Q-factor
 - 1.5 Definition of pitch, loudness, quality and intensity of sound waves, intensity level, Echo and reverberation, Sabine formula for reverberation time(without derivation), coefficient of absorption of sound, methods to control reverberation time and their applications, Accoustics of building defects and remedy.
 - 1.6 Ultrasonics –production, detection, properties and applications in engineering and medical applications.

2. Wave Optics (6 periods)
 - 2.1 Dual nature of light, wave theory of light, laws of reflection and refraction, Snell's law, Power of lens, magnification.
 - 2.2 ,Two-Source Interference, Double-Slitinterference, Interference dueto thin films, Fresnel's biprism.
 - 2.3 use of interference making highly efficient solar panel.
 - 2.4 diffraction, Single Slit diffraction, Intensity calculation etc
 - 2.5 Polarization of electromagnetic waves,polarizing sheets, polarizing by

Reflection (Brewster's law), Malus law, use of polaroids.

3. Electrostatics (12 periods)

- 3.1 Concept of charge, Coulombs law, Electric field of point charges, Electric lines of force and their properties, Electric flux, Electric potential and potential difference.
- 3.2 Gauss law of electrostatics: Application of Gauss law to find electric field intensity of straight charged conductor, plane charged sheet and charged sphere.
- 3.3 Capacitor and its working principle, Capacitance and its units. Capacitance of parallel plate capacitor. Series and parallel combination of capacitors (numericals), charging and discharging of a capacitor.
- 3.4 Dielectric and its effect on capacitance, dielectric break down.
- 3.5 Application of electrostatics in electrostatic precipitation of microbes and moisture separation from air and gases in industry for pollution control (Brief explanation only)

4. Current Electricity (12 periods)

- 4.1 Electric Current, Resistance, Specific Resistance, Conductance, Specific Conductance, Series and Parallel combination of Resistances. Factors affecting Resistance, Colour coding of carbon Resistances, Ohm's law. Superconductivity.
- 4.2 Kirchhoff's laws, Wheatstone bridge and its applications (meter bridge and slide wire bridge)
- 4.3 Concept of terminal potential difference and Electro motive force (EMF), potentiometer.
- 4.4 Heating effect of current, Electric power, Electric energy and its units (related numerical problems), Advantages of Electric Energy over other forms of energy
- 4.5 Examples of application of DC circuits in various electrical and electronics equipment such as C.R.O, T.V., Audio-Video System, Computers etc.

5. Magneto Statics and Electromagnetism (12 periods)
- 5.1 Magnetic poles, force on a moving charge, circulating charges, force on a current carrying wire, Hall effect, torque on a current loop.
 - 5.2 Magnetic field due to moving charge(Biot-Savart Law), due to current (Biot-Savart Law), parallel currents, field of a solenoid, Ampere's law.
 - 5.3 Faraday's law, Lenz' law, motional emf, induced electric fields.
 - 5.4 Magnetic dipole and force on a magnetic dipole in a non-uniform field, Magnetization, Gauss' law for magnetism.
 - 5.5 Types of magnetic materials. Dia, para and ferromagnetic materials with their properties,
 - 5.6 Application of electromagnetism in ac/dc motors and generators.
6. Semiconductor physics (8 periods)
- 6.1 Types of materials (insulator, semi conductor, conductor), intrinsic and extrinsic semiconductors, p-n junction diode and its V-I characteristics
 - 6.2 Diode as rectifier – half wave and full wave rectifier (centre taped),
 - 6.3 Semiconductor transistor, pnp and npn (concepts only)
 - 6.4 Application of semiconductor diodes (Zener, LED) and that of transistor as amplifier and oscillator.
7. Modern Physics (8 Periods)
- 7.1 Lasers: concept of energy levels, ionizations and excitation potentials; spontaneous and stimulated emission; laser and its characteristics, population inversion, Types of lasers; Ruby and He-Ne lasers, engineering and medical applications of lasers.

7.2 Fibre optics: Total internal reflection and its applications, Critical angle and conditions for total internal reflection, introduction to optical fibers, light propagation, types, acceptance angle and numerical aperture, types and applications of optical fibre in communication.

7.3 Introduction to nanotechnology, nanoparticles and nano materials,

LIST OF PRACTICALS (To perform minimum six experiments)

1. To determine the velocity of sound with the help of resonance tube.
2. To find the focal length of convex lens by displacement method.
3. To find the refractive index of the material of given prism using spectrometer.
4. To find the wavelength of sodium light using Fresnel's biprism.
5. To verify laws of resistances in series and parallel combination
6. To verify ohm's laws by drawing a graph between voltage and current.
7. To measure very low resistance and very high resistances using Slide Wire bridge
8. Conversion of Galvanometer into an Ammeter and Voltmeter of given range.
9. To draw hysteresis curve of a ferromagnetic material.
10. To draw characteristics of a pn junction diode and determine knee and break down voltages.
11. To find wave length of the laser beam.
12. To find numerical aperture of an optical fiber.

INSTRUCTIONAL STRATEGY

Teacher may use various teaching aids like live models, charts, graphs and experimental kits etc. for imparting effective instructions in the subject. The teacher should explain about field applications before teaching the basics to develop proper understanding of the physical phenomenon. Use of demonstration and animations can make the subject interesting and may develop scientific temper in the students. Teacher must plan a tour of Science Park/planetarium available in nearby areas in order to enhance the interest in this course.

MEANS OF ASSESSMENT

- Assignment & Quiz,
- Mid-Term and End-Term written test,
- Model Making,
- Actual Lab & Practical Work,
- Viva-Voice

RECOMMENDED BOOKS

1. Text Book of Physics (Part-I, Part-II); N.C.E.R.T., Delhi
2. Concepts in Physics by HC Verma, Vol. I & II, Bharti Bhawan Ltd. New Delhi

3. A Text Book of Optics, Subramanian and Brij Lal, S Chand & Co., New Delhi
4. Practical Physics, by C. L. Arora, S Chand publications
5. Engineering Physics by PV Naik, Pearson Education Pvt. Ltd, New Delhi
6. Modern Engineering Physics by SL Gupta, Sanjeev Gupta, Dhanpat Rai Publications.
7. Physics Volume 2, 5th edition, Haliday Resnick and Krane, Wiley publication
8. Fundamentals of Physics by Haliday, Resnick & Walker 7th edition, Wiley publication
9. e-books/e-tools/relevant software to be used as recommended by AICTE/ NITTTR, Chandigarh.

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Periods)	Marks Allotted (%)
1	12	18
2	6	8
3	12	18
4	12	16
5	12	16
6	8	12
7	8	12
Total	70	100

2.3 BASICS OF ELECTRICAL AND ELECTRONICS ENGINEERING

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RATIONALE

The objective of the course is to impart basic knowledge and skills regarding basic electrical engineering, which diploma holders will come across in their professional life. This course will provide the students to understand the basic concepts and principles of d.c. and a.c. fundamentals, electromagnetic induction, batteries, transformers, motors distribution system, domestic installation, electrical safety etc. The students will also learn basic electronics including diodes and transistors and their applications.

LEARNING OUTCOME

After Undergoing the subject, the students will be able to

- Understand the meaning of basic electrical quantities such as voltage, current, power etc.
- Use working principle of transformer.
- Use basic Network Theorem and Kirchoff's laws.
- Understand the concept of Junction Diode, transistor and field effect transistor.

DETAILED CONTENTS

1. Application and Advantages of Electricity (03 periods)

Difference between ac and dc, various applications of electricity, advantages of electrical energy over other types of energy

2. Basic Electrical Quantities (06 periods)

Definition of voltage, current, power and energy with their units, name of instruments used for measuring above quantities, connection of these instruments in an electric circuit

3. AC Fundamentals (08 periods)

Electromagnetic induction-Faraday's Laws, Lenz's Law; Fleming's rules, Principles of a.c. Circuits; Alternating emf, Definition of cycle, frequency, amplitude and time period. Instantaneous, average, r.m.s and maximum value of sinusoidal wave; form factor and Peak Factor. Concept of phase and phase difference. Concept of resistance, inductance and capacitance in simple a.c. circuit. Power factor and improvement of power factor by use of capacitors. Concept of three phase system; star and delta connections; voltage and current relationship (no derivation)

4. Transformers (06 periods)

Working, principle and construction of single phase transformer, transformer ratio, emf equation, losses and efficiency, cooling of transformers, isolation transformer, CVT, auto transformer (brief idea), applications.

5. D.C. Circuits (10 periods)

- 5.1 Ohm's law, resistivity, effect of temperature on resistance, heating effect of electric current, conversion of mechanical units into electrical units.
- 5.2 Kirchoff's laws, application of Kirchoff's laws to solve, simple d.c. circuits
- 5.3 Thevenin's theorem, maximum power transfer theorem, Norton's theorem and superposition theorem, simple numerical problems.

6. Basic Electronics (22 periods)

- 6.1 Basic idea of semiconductors – P and N type; diodes, zener diodes and their applications,
- 6.2 Introduction to BJT : NPN and PnP transistors, other symbols and mechanism of current flow, explanation of fundamental current relations. Comparison of CB, CE and CC configuration transistor as amplifier in CE configuration.
- 6.3 Field Effect Transistor (FET) : Construction, Operation and Characteristics of Junction FET, Comparison of SFET, MOSFET & CMOS.

LIST OF PRACTICALS

1. Identification of Resistor, Capacitor, Inductor, Transformer, LBD etc
2. Familiarization with multimeters/CPO etc.
3. Measurement of wave shapes of half wave rectifier and full wave rectifier.
4. Plot the P&T characteristics and determination of its parameter from this characteristics.
5. Connection and reading of an electric energy meter
6. Use of ammeter, voltmeter, wattmeter, and multi-meter
7. Study of different types of fuses, MCBs and ELCBs
8. Study of zener as a constant voltage source and to draw its V-I characteristics
9. To draw V-I characteristics of PN junction diode
10. Verify Thevenin and Norton theorem

INSTRUCTIONAL STRATEGY

The teacher should give emphasis on understanding of concept and various terms used in the subject. Practical exercises will reinforce various concepts.

MEANS OF ASSESSMENT

- Class Test
- Home Assignment
- Attendance
- Sessional Test

RECOMMENDED BOOKS

1. Basic Electrical Engineering by PS Dhongal; Tata McGraw Hill Publishers, New Delhi
2. A Text Book of Electrical Technology, Vol. I and II by BL Thareja; S Chand and Co., New Delhi
3. Basic Electricity by BR Sharma; Satya Prakashan, New Delhi
4. Basic Electrical Engineering by JB Gupta, S Kataria and Sons, Delhi
5. Experiments in Basic Electrical Engineering by SK Bhattacharya and KM Rastogi, New Age International Publishers Ltd., New Delhi
6. Basic Electronics by VK Mehta; S Chand and Co., New Delhi
7. Electrical Machines by SK Bhattacharya; Tata McGraw Hill, New Delhi
8. Basic electronics and Linear circuits by NN Bhargava and Kulshreshta, Tata McGraw Hill New Delhi.
9. Electronic principles by SK Sachdev, Dhanpat Rai and Sons, New Delhi.
10. Electronic Devices and circuits by Rama Raddy Narora Publishing House Pvt. Ltd. New Delhi.
11. Principles of electrical and electronics Engineering by VK Mehta; S Chand and Co. New Delhi
12. Digital Electronics by Malvino

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Hrs)	Marks Allotted (%)
1	03	5
2	06	10
3	09	15
4	06	10
5	10	18
6	22	42
Total	56	100

2.4 MULTIMEDIA AND ANIMATION

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4 - 4

RATIONALE

This subject aims to develop a clear understanding of What is multimedia?, and how it can be used for enhancing teaching instruction met hodologies, business and personal communications. It will help the students in understanding technical aspects of multimedia content creation, the processes and tools used for designing multimedia systems. This will make the students proficient in designing and developing an multimedia application.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

- Define and describe multimedia functions.
- Identify and explain the devices, hardware and software system.
- Operate and design in graphics.
- Use photo-shop/GIMP software for drawing and editing photos.
- Identify the tools to create animations,
- Reduce the size of various file formats i.e. audio, video and text.

DETAILED CONTENTS

1. Introduction to Multimedia Systems (08Periods)

What is Multimedia, Evaluation of Multimedia, Multimedia hardware and software Quality criteria and specifications of different capturing devices, Communication devices, Storage devices, Display devices, Applications of multimedia – benefits and problems

2. Architecture & Issues For Distributed Multimedia System (10Periods)

Multimedia System Architecture, Distributed Multimedia, Synchronization, Orchestration & QOS Architecture, Framework for Multimedia System

3. Compression/Decompression & File Formats (08 Periods)

Need, Types, Evaluating & Visibility, Video Compression Technique, Introduction to Standardization of Algorithm, File Formats, History of RIF, TIFF, Introduction to RIFF, AVI, JPEG-objectives, Architecture, JPEG-DCT encoding, Quantization, JPEG-stastical coding, predictive lossless coding, JPEG- performance ,MPEG-objectives, Architecture, BIT stream syntax performance, MPEG2 & MPEG4

4. Multimedia Authoring and User Interface (10 Periods)

Multi Media Authoring System and its type, Hypermedia Application Design consideration, User Interface Design, Information Access, Object Display / Playback Issues

5. Multimedia Tool (10 Periods)

Introduction to Multimedia tool – Flash, Creating & Modifying elements, Line tool, fill/attributes, different shapes, text tools & pen tool, Selecting lines fill with arrow tool, selecting shapes, using lasso tool ,performing basic editing tools, selecting & deselecting elements, modifying created objects.

6. Animation Technology (10 Periods)

Definition, History of Animation, Types of Animation – 2D and 3D , Basic principles of animation. Introduction to Multimedia tool – Flash, Creating & Modifying elements, Line tool, fill/attributes, different shapes, text tools & pen tool, Selecting lines fill with arrow tool, selecting shapes, using lasso tool, performing basic editing tools, selecting & deselecting elements, modifying created objects.

LIST OF PRACTICALS

1. Installation of various multimedia software like Photoshop/GIMP, Blender, Flash, Director or any open source software
2. Installing and use of various multimedia devices
 - Scanner
 - Digital camera, web camera
 - Mike and speakers

- Touch screen
 - Plotter and printers
 - DVD
 - Audio CD and Video CD
3. Reading and writing of different format on CD/DVD
 4. Transporting audio and video files
 5. Using various features of Flash
 6. Using various features of Photo-shop/GIMP
 7. Using various features of Blender
 8. Making multimedia presentations combining, Flash, Photo-shop/GIMP, such as department profile, lesson presentation, games and project presentations.

INSTRUCTIONAL STRATEGY

As the subject is practice oriented, more stress should be given to students to do the work practically. The features of software packages Photo-shop/GIMP, Flash are to be demonstrated in class using LCD projector.

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-term and end-term written tests
- Actual laboratory and practical work, exercises and viva-voce
- Software installation, operation, development and viva-voce

RECOMMENDED BOOKS

1. Principles of Multimedia by Parikh, Tata McGraw Hill Education Pvt Ltd , New Delhi
2. Multimedia Technologies by Banerji, Tata McGraw Hill Education Pvt Ltd , New Delhi
3. Multimedia An Introduction by Villam Casanova and Molina; Prentice Hall of India, New Delhi
4. Multimedia Bible by Win Rosch
5. Multimedia Making it work by Vaughan, Tay
6. Photo-shop for Windows Bible by Deke Maclelland IDG Books India Pvt. Ltd., New Delhi
7. Multimedia Technology and Application by Hillman, Galgotia Publications, New Delhi
8. Flash 5 Bible by Rein Hardit, IDG Books India Pvt. Ltd.
9. Flash 5 in easy steps by Vandome IDG Books India Pvt. Ltd.

10. Fundamentals of Multimedia by Li and Drew, Pearson Publications.
11. e-books/e-tools/relevant software to be used as recommended by AICTE/UPBTE/NITTTR.

Websites for Reference:<http://swayam.gov.in>,<http://spoken-tutorial.org>

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Periods)	Marks Allotted (%)
1	08	14
2	10	18
3	08	14
4	10	18
5	10	18
6	10	18
Total	56	100

2.5 CONCEPT OF PROGRAMMING USING C

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5 - 6

RATIONALE

Computers play a vital role in present day life, more so, in the professional life of technician engineers. People, who are working in the field of computer industry, use computers in solving problems more easily and effectively. In order to enable the students use the computers effectively in problem solving, this course offers the modern programming language C along with exposition to various applications of computers. The knowledge of C language will be reinforced by the practical exercises.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

- Identify the problem and formulate an algorithm for it.
- Identify various control structures and implement them.
- Identify various types of variables.
- Use pointer in an array and structure.
- Use structures and union for handling data.
- Explain the concepts of C programming language
- Explain and implement the language constructs concepts
- Install C software on the system and debug the programme
- Explain and execute member functions of C in the programme
- Describe and implement array concept in C programme
- Describe and execute pointers
- Expose File System using File Handling.

DETAILED CONTENTS

1. Algorithm and Programming Development (08 Periods)

Steps in development of a program, algorithm development, concept of flowcharts, programming and use of programming, various techniques of programming, Structured Programming, Preprocessors, Debugging, Compiling

2. Program Structure (08 Periods)

Structure of C program, Writing and executing the first C program, Translator: Assembler, Interpreter, Compiler, I/O statement, assign statement, Keywords, constants, variables and data types, storage classes, operators and expressions, Unformatted and Formatted IOS, Data Type Casting

3. Control Structures (10 Periods)

Introduction, decision making with IF – statement, IF – Else and Nested IF, Ladder if-else, Loop: While, do-while, for, Break, Continue, goto and switch statements

4. Functions (10 Periods)

Introduction to functions, Global and Local Variables, Function Declaration, Function Call and Return, Types of Functions, Standard functions, Parameters and Parameter Passing, Call - by value/reference, recursive function, function with array, function with string

5. Arrays and Strings (10 Periods)

Introduction to Arrays, Array Declaration, Length of array, Manipulating array elements, Single and Multidimensional Array, Arrays of characters, Passing an array to function, Introduction of Strings, String declaration and definition, String Related function i.e. strlen, strcpy, strcmp

6. Pointers (08 Periods)

Introduction to pointers, Static and dynamic memory allocation, Address operator and pointers, Declaring and initializing pointers, Single pointer, Pointers to an array

7. Structures and Unions (08 Periods)

Declaration of structures, Accessing structure members, Structure Initialization, array of structure variable, Pointer to a structures, Union, Declaration of Union

8. File Handling (08 Periods)

Basics of File Handling, opening and closing of File, reading and writing character from a file

LIST OF PRACTICALS

1. Programming exercises on executing and editing a C program.
2. Programming exercises on defining variables and assigning values to variables.

3. Programming exercises on arithmetic, logical and relational operators.
4. Programming exercises on arithmetic expressions and their evaluation.
5. Programming exercises on formatting input/output using printf and scanf and their return type values.
6. Programming exercises using if statement.
7. Programming exercises using if – Else.
8. Programming exercises on switch statement.
9. Programming exercises on while and do – while statement.
10. Programming exercises on for – statement.
11. Simple programs using functions and recursive function.
12. Programs on one-dimensional array.
13. Programs on two-dimensional array.
14. (i) Programs for concatenation two strings together.
(ii) Programs for comparing two strings.
15. Simple programs using pointers.
16. Simple programs using structures.
17. Simple programs using union.
18. Simple programs for File Handling

INSTRUCTIONAL STRATEGY

The subject is totally practical based. Students should be given clear idea about the basic concepts of programming. In practical session student should be asked to draw flow chart, write algorithm and then write program for the algorithm and run on computer. It is required that students should maintain records (files with printouts).

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-term and end-term written tests
- Actual laboratory and practical work, exercises and viva-voce
- Software installation, operation, development and viva-voce

RECOMMENDED BOOKS

1. Let us C by Yashwant Kanetkar
2. Programming in ANSI C by E Balaguruswami, , Tata McGraw Hill Education Pvt Ltd , New Delhi
3. Programming in C by Reema Thareja; Oxford University Press, New Delhi
4. Programming in C by Gottfried, Schaum Series, , Tata McGraw Hill Education Pvt Ltd , New Delhi
5. Exploring C by Yashwant Kanetkar; BPB Publications, New Delhi

6. Programming in C : A Practical Approach by Ajay Mittal, Pearson Publication
7. e-books/e-tools/relevant software to be used as recommended by AICTE/UPBTE/NITTTR.

Websites for Reference:<http://swayam.gov.in>,<http://spoken-tutorial.org>

SUGGESTED DISTRIBUTION OF MARKS

Topic No.	Time Allotted (Periods)	Marks Allotted (%)
1	08	12
2	08	14
3	10	16
4	10	16
5	10	16
6	08	12
7	08	08
8	08	06
Total	70	100

2.6 OFFICE AUTOMATION TOOLS

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RATIONALE

This subject aims to cover the handling of whole field of word processing. It also involves various clerical tasks, such as organizing customer data or creating reports. It enables people with lower skill levels to perform higher-level tasks. In Today's commercial world, automation helps the users with a sophisticated set of commands to format, edit, and print text documents. It is used as valuable and important tools in the creation of application such as newsletters, brochures, charts, presentation, documents, drawings and other graphic images. This will make the students proficient in office automation applications.

LEARNING OUTCOMES

After undergoing the subject, the students will be able to:

- Use file managers, word processors, spreadsheets, presentation software's
- Describe the features and functions of the categories of application software.
- Present conclusions effectively, orally and in writing.
- Understand the dynamics of an office environment.
- Demonstrate the ability to apply application software in an office environment.
- Use Google Suite for office data management tasks.

DETAILED CONTENTS

1. Word Processing

MS Word concepts : Creating, saving, closing, Opening an existing document, Using Featured Word Templates, Exploring Template and Formation of Documents, Selecting text, Editing text, Finding and replacing text, Character and Paragraph Formatting, Automatic Formatting And Styles, Inserting and removing page breaks, Header and footers, Page No, Border & Shading, Change Case, Checking Spelling, Working With Tables, Insert Table, Delete Cells, Merge Cell, Graphics And Frames , Page Design and

Layout, Creating and Printing Merged Documents, Encrypting document with a password, Printing documents

2. SpreadSheet

MS Excel Concept: Creating, Saving, closing, Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell, Copying and Moving from selected cells, entering formula, handling operators in Formula, Functions: Mathematical, Logical, statistical, text, financial, Date and Time functions, Using Function Wizard. Formatting a Worksheet: Formatting Cells – changing data alignment, changing date, number, character or currency format, changing font, adding borders and colors, Printing worksheets, Charts and Graphs – Creating, Previewing, Modifying Charts, LOOKUP/VLOOKUP

3. Presentation

MS Power Point Concept : Creating, Opening and Saving Presentations, Working in Different Views, Working with Slides, Adding and Formatting Text, Formatting Paragraphs, Checking Spelling and Correcting Typing Mistakes, Making Notes Pages and Handouts, Drawing and Working with Objects, Adding Clip Art and other pictures, Designing Slide Shows using templates, Rehearse timing, Narration, Multimedia effects- Apply Transitions between Slides, Animate Slide Content, Set Timing for Transitions and Animations, Insert and Format Media, Encrypting presentations with a password, Running and Controlling a Slide Show, Printing Presentations

4. Database

MS Access Concepts: Database, Relational Database, Integrity. Operations: Creating, dropping, manipulating table structure. Manipulation of Data: Query, Data Entry Form, Reports

5. Google Office Tools

Creating , saving , downloading , sharing files/folders from Google drive , creating and sharing Google docs, import and export docs, creating and sharing Google sheet, import and export Google sheet, Google forms and form responses ,creating Google slides to present your ideas

LIST OF PRACTICALS

Tools to be used: Microsoft office/ Libre Office / Open Office / G Suite

1. Creating a document using different font, changing font size and color, changing the appearance through bold/italic/underline.
2. Creating a document using subscript and superscript, justification of the document.
3. Create a document using Bullets and Numbering.
4. Create a document using page number, header and footer.
5. Create a document using inserting page breaks and column break, line spacing.
6. How to use mail merge and macro in MS Word.
7. Creating table, formatting cells, use of different border styles, shading in tables, merging of cells, and partition of cells, inserting and deleting a row in a table in MS word document.
8. Apply spelling checker, grammar mistakes, thesaurus in a document.
9. Create a Boucher using templates, page setup and print preview, and then print that document.
10. Working on spreadsheet like adding, deleting, merging cells, layout and style.
11. Create a table and perform operation using predefined function on it.
12. In MS Excel procedure to switching between different spreadsheets and workbook.
13. Create a spreadsheet and print selected as well as full workbook.
14. Create a spreadsheet with LOOKUP/VLOOKUP features.
15. Create different charts in excel and implement formulas(automatic and use defined).
16. Create a Power Point presentation using slide template.
17. Create a Power Point presentation using animation.
18. Create a Power Point presentation using transition
19. Create a Power Point Presentation with Adding movie and sound.
20. Create a Power Point Presentation with Adding tables and chart etc.
21. Changing slide color scheme in presentation.
22. Viewing the presentation using slide navigator.
23. Create, Save, Run and Print the Power Point Presentation.
24. Create a database table using predefined template.
25. Create a database form using form wizard.
26. Create and share files/folders in Google drive
27. Create and share Google docs.
28. Create and share Google sheets.

29. Create and share Google Forms.
30. Create and share Google slides.

INSTRUCTIONAL STRATEGY

As the subject is practice oriented, more stress should be given to students to do the work practically. The features of software packages MS Office/ Libre Office to be demonstrated in class using LCD projector.

MEANS OF ASSESSMENT

- Assignments and quiz/class tests, mid-term and end-term written tests
- Actual laboratory and practical work, exercises and viva-voce
- Software installation, operation, development and viva-voce

RECOMMENDED BOOKS

1. Microsoft Office 2010 For Dummies By Wallace Wang
2. 2007 Microsoft Office System Plain & Simple by Jerry Joyce Microsoft Press
3. Office XP : The Complete Reference- Stephen L. Selson - Tata McGraw Hill Education.
4. Working in Microsoft Office - Richard Mansfield - Tata McGraw Hill Education.
5. Websites for Reference

- <http://office.microsoft.com/en-us/training/CR010047968.aspx>

- <https://gsuite.google.com/learning-center>

- <http://spoken-tutorial.org>