



MANONMANIAM SUNDARANAR UNIVERISTY,
TIRUNELVELI-12

SYLLABUS

UG - COURSES – AFFILIATED COLLEGES

Course Structure for B. Sc. Computer

(Choice Based Credit System)

(with effect from the academic year 2023-2024 onwards)



Semester-I				
Part	Subject Status	Subject Title	Subject Code	Credit
I	Language	LANGUAGE		3
II	Language	ENGLISH		3
III	Core	PYTHON PROGRAMMING		5
III	Core	PRACTICAL : i. PYTHON PROGRAMMING ii. OFFICE ATOMATION		3 2
III	ELECTIVE COURSE 1	DISCRETE MATHEMATICS		3
IV	SEC-1	OFFICE AUTOMATION		2
IV	FC	PROBLEM SOLVING TECHNIQUES		2



Total Marks: 100 Internal Exam: 25 marks + External Exam: 75 marks

A. Scheme for internal Assessment:

Maximum marks for written test: **20 marks**

3 internal tests, each of **1 hour** duration shall be conducted every semester.

To the average of the **best two** written examinations must be added the marks scored in. The **assignment** for 5 marks.

The break up for internal assessment shall be:

Written test- 20 marks; Assignment -5 marks Total - 25 marks

B. Scheme of External Examination

3 hrs. examination at the end of the semester

A – Part : 1 mark question two - from each unit

B – Part : 5 marks question one - from each unit

C – Part : 8 marks question one - from each unit

➤ **Conversion of Marks into Grade Points and Letter Grades**

S.No	Marks	Letter Grade	Grade point (GP)	Performance
1	90-100	O	10	Outstanding
2	80-89	A+	9	Excellent
3	70-79	A	8	Very Good
4	60-69	B+	7	Good
5	50-59	B	6	Above Average
6	40-49	C	5	Pass
7	0-39	RA	-	Reappear
8	0	AA	-	Absent

➤ **Cumulative Grade Point Average (CGPA)**

$$CGPA = \frac{\sum (GP \times C)}{\sum C}$$

- **GP** = Grade point, **C** = Credit
- CGPA is calculated only for Part-III courses
- CGPA for a semester is awarded on cumulative basis

➤ **Classification**

- First Class with Distinction : CGPA $\geq 7.5^*$
- First Class : CGPA ≥ 6.0
- Second Class : CGPA ≥ 5.0 and < 6.0
- Third Class : CGPA < 5.0



பொதுத்தமிழ் – 1

Unit 1 - மரபுக் கவிதை

1. பெ. சுந்தரனார் - தமிழ்த் தெய்வ வணக்கம்
2. பாரதிதாசன் - சிறுத்தையே வெளியில் வா
3. கவிமணி - புத்தரும் சிறுவனும்
4. முடியரசன்-மொழி உணர்ச்சி
5. கண்ணதாசன் - ஆட்டனத்தி ஆதிமந்தி - ஆதிமந்தி புலம்பல்
6. சுரதா - துறைமுகம் தொகுப்புலிருந்து ஏதேனும் ஒரு கவிதை
7. தமிழ் ஒளி - கடல்

Unit II – புதுக்கவிதை

1. அப்துல் ரகுமான் - வீட்டுக்கொரு மரம் வளர்ப்போம்
2. ஈரோடு தமிழன்பன் - சென்றியூ கவிதைகள் (ஏதேனும் ஐந்து கவிதைகள்)
3. வைரமுத்து – பிற்சேர்க்கை
4. மு.மேத்தா – வாழைமரம்
5. அறிவுமதி - வள்ளுவம் பத்து
6. நா. முத்துக்குமார் - ஆனந்த யாழை மீட்டுகிறாய்
7. சுகிர்தராணி - சபிக்கப்பட்ட முத்தம்
8. இளம்பிறை - நீ எழுத மறுக்கும் எனது அழகு

Unit III – சிறுகதைகள்

1. வாய் சொற்கள் - ஜெயகாந்தன் (மாலை மயக்கம் தொகுப்பு)
2. கடிதம் - புதுமைப்பித்தன்
3. கரு - உமாமகேஸ்வரி
4. முன்முடி - தி ஜானகிராமன்
5. சிதறல்கள் - விழி.பா.இதயவேந்தன்
6. காகித உறவு - சு. சமுத்திரம்
7. வீட்டின் மூலையில் சமையல் அறை - அம்பை
8. (மொழிபெயர்ப்புக் கதை) ஆண்டவன் செக்காவ் - நாயக்காரய்ச் சீமாட்டி, சந்தியா பதிப்பகம்

Unit IV - பாடம் சார்ந்த இலக்கிய வரலாறு

Unit V - மொழித்திறன் போட்டி தேர்வு

1. பொருள் பொதிந்த சொற்றோடர் அமைத்தல்
 2. ஓர் எழுத்து ஒரு மொழி
 3. வேற்றுமை உருபுகள்
 4. திணை, பால், எண், இடம்
 5. கலைச்சொல்லாக்கம், மொழிபெயர்ப்பு
- (குறிப்பு: அலகு 4,5 ஆகியன போட்டித் தேர்வு நோக்கில் நடத்தப்பட வேண்டும்)



MALAYALAM – I

PROSE, COMPOSITION AND TRANSLATION

Unit I

This unit focuses on Translation: Word level and syntactic level and also discuss the writing style of Essay. It introduces the proverbs, paraphrasing in Malayalam

Unit II

This unit briefs the importance of Nalukettu in the history of Malayalam literature. The following unit examines the characteristics of the novel chapter ways. Chapter First to 10

Unit III

Remaining Chapters are introduced and discussed.

Unit IV This unit focuses on Marappavakalum Mattu Kadhakalum by Karur. It also introduces the story

- Story I Marappavakal- Discussion
- Story II Uthuppante Kirnar
- Story III Kalchakaram
- Story IV Poovamabhazham
- Story V Vallakkaran
- Story VI Chekuthan
- Story VII Mothiram
- Unit V Story VIII Safety Pin
- Story IX Aranhaanam
- Story X Kuta nannakkaanuntoo
- Story XI Chudala thengu
- Story XII Ampala parmbil
- Story XIII Ezhunnallathu Duty
- Story XIV Pisachinte Kuppayam

Reading List (Print and Online)

1. Malayala Sahithya Charithram – Dr. K.M.George (Ed.)
2. Cherukadha Innale Innu - M.Achuthan
3. Kadha Thedunna Kadha - N.Prabhakaran
4. M.T. Vakkinte Vismayam – V.R.Sudheesh
5. Kadhayum Kalavum –K.S.Ravikumar
6. Malayala Novalilee Desakaalanga- E. Ramkrishnan
7. Maranunna Malayala Noval- K.P. Appan
8. Andhanaya Daivam- P.K.Rajasekharan
9. Shyalee shilppam- Dr.K.M. Prabhakra Varir
10. Bhasha gadhyam- C.V. Vasudeva Bhattathiri
11. Karur Kadha patanam- M.M.Basheer

Recommended Texts

1. NALUKKETTU (NOVEL) : M.T. VASUDEVAN NAIR
2. MARAPPAVAKALUM MATTU KADHAKALUM (SHORT STORIES): KAROOR



HINDI I

Unit I

Buniyadi Hindi

- Swar
- Vyanjan
- Barah Khadi
- Shabd aur
- Vakya Rachna

Unit II

Hindi Shabdavali

- Rishto ke Naam
- Gharelu padartho ke Naam

Unit III

Vyakaran

- Sadharan Vakya aur Sangya
- Sarvanam
- Visheshan
- Kriya aadi shabdo ka prayog

Unit IV

Chote Gadyansh ka Pathan

- Bacho ki Kahaniya
- Patra-Patrikao mein prakashit Gadyansho ka Pathan

Unit V

Nibandh

- Sant Tiruvalluvar
- E.V.R Thandai Periyar
- Naari Sashaktikaran
- Paryavaran Sanrakshan
- Vibhinna pratiyogi parikshao ke bare mein jaankari dena

Pratiyogi priksa par adharit nibandho dwara bhasha ki kshamta badhane vale prashikshan kary.

Reference Books

1. Hindi ke Avyay Vakyanish – Chaturbhuj Sahay
2. Subodh Hindi Vyakaran – Phoolchand Jain
3. Sankshipt Hindi Vyakaran – Kamta Prasad
4. Vyavaharik Hindi – Nagappa
5. Abhinav Hindi Vyakaran – Nagappa
6. Saral Hindi Vyakaran – Shyamchandra Kapur
7. Vyakaran Pradeep – Ramdev
8. Laghu Bal Kathaye – Ramashankar
9. Manoranjak Kahaniya – Premchand
10. CONCISE GRAMMAR OF THE HINDI LANGUAGE - H.C Scholberg
11. Hindi Grammar – Edwin Greaves



Related Online Contents for Hindi (MOOCs, SWAYAM, NPTEL, YouTube, Websites, etc.)

1. fr#oYyqoj%

[https://bharatdiscovery.org/india/%E0%A4%A4%E0%A4%BF%E0%A4%B0%E0%A5%81%E0%A4%B5%E0%A4%B2%E0%A5%8D%E0%A4%B2%E0%A5%81%E0%A4%B5%E0%A4%B2%E0%A5%8D%E0%A4%B2%E0%A5%81%E0%A4%B5%E0%A4%B0%20\(%E0%A4%85%E0%A4%82%E0%A4%97%E0%A5%8D%E0%A4%B0%E0%A5%87%E0%A4%9C%E0%A4%BC%E0%A5%80%3A%20Thiruvalluvar\)%20%E0%A4%A6%E0%A4%95%E0%A5%8D%E0%A4%B7%E0%A4%BF%E0%A4%A3,%E0%A4%AA%E0%A4%BF%E0%A4%A4%E0%A4%BE%20%E0%A4%AE%E0%A5%87%E0%A4%82%20%E0%A4%B5%E0%A4%BF%E0%A4%B6%E0%A5%8D%E0%A4%B5%E0%A4%BE%E0%A4%B8%20%E0%A4%B0%E0%A4%96%E0%A4%A4%E0%A5%87%20%E0%A4%A5%E0%A5%87%E0%A5%A4](https://bharatdiscovery.org/india/%E0%A4%A4%E0%A4%BF%E0%A4%B0%E0%A5%81%E0%A4%B5%E0%A4%B2%E0%A5%8D%E0%A4%B2%E0%A5%81%E0%A4%B5%E0%A4%B2%E0%A5%8D%E0%A4%B2%E0%A5%81%E0%A4%B5%E0%A4%B0%20(%E0%A4%85%E0%A4%82%E0%A4%97%E0%A5%8D%E0%A4%B0%E0%A5%87%E0%A4%9C%E0%A4%BC%E0%A5%80%3A%20Thiruvalluvar)%20%E0%A4%A6%E0%A4%95%E0%A5%8D%E0%A4%B7%E0%A4%BF%E0%A4%A3,%E0%A4%AA%E0%A4%BF%E0%A4%A4%E0%A4%BE%20%E0%A4%AE%E0%A5%87%E0%A4%82%20%E0%A4%B5%E0%A4%BF%E0%A4%B6%E0%A5%8D%E0%A4%B5%E0%A4%BE%E0%A4%B8%20%E0%A4%B0%E0%A4%96%E0%A4%A4%E0%A5%87%20%E0%A4%A5%E0%A5%87%E0%A5%A4)

2. bZ-os-jkelkeh

[https://hi.wikipedia.org/wiki/%E0%A4%AA%E0%A5%87%E0%A4%B0%E0%A4%BF%E0%A4%AF%E0%A4%BE%E0%A4%B0#:~:text=%E0%A4%87%E0%A4%B0%E0%A5%8B%E0%A4%A1%20%E0%A4%B5%E0%A5%87%E0%A4%82%E0%A4%95%E0%A4%9F%20%E0%A4%A8%E0%A4%BE%E0%A4%AF%E0%A4%95%E0%A4%B0%20%E0%A4%B0%E0%A4%BE%E0%A4%AE%E0%A4%BE%E0%A4%B8%E0%A4%BE%E0%A4%AE%E0%A5%80%20\(17,%E0%A4%B5%E0%A4%BE%E0%A4%B2%E0%A5%87%20%E0%A4%B9%E0%A4%BF%E0%A4%A8%E0%A5%8D%E0%A4%A6%E0%A5%81%E0%A4%A4%E0%A5%8D%E0%A4%B5%20%E0%A4%95%E0%A4%BE%20%E0%A4%B5%E0%A4%BF%E0%A4%B0%E0%A5%8B%E0%A4%A7%20%E0%A4%A5%E0%A4%BE%E0%A5%A4](https://hi.wikipedia.org/wiki/%E0%A4%AA%E0%A5%87%E0%A4%B0%E0%A4%BF%E0%A4%AF%E0%A4%BE%E0%A4%B0#:~:text=%E0%A4%87%E0%A4%B0%E0%A5%8B%E0%A4%A1%20%E0%A4%B5%E0%A5%87%E0%A4%82%E0%A4%95%E0%A4%9F%20%E0%A4%A8%E0%A4%BE%E0%A4%AF%E0%A4%95%E0%A4%B0%20%E0%A4%B0%E0%A4%BE%E0%A4%AE%E0%A4%BE%E0%A4%B8%E0%A4%BE%E0%A4%AE%E0%A5%80%20(17,%E0%A4%B5%E0%A4%BE%E0%A4%B2%E0%A5%87%20%E0%A4%B9%E0%A4%BF%E0%A4%A8%E0%A5%8D%E0%A4%A6%E0%A5%81%E0%A4%A4%E0%A5%8D%E0%A4%B5%20%E0%A4%95%E0%A4%BE%20%E0%A4%B5%E0%A4%BF%E0%A4%B0%E0%A5%8B%E0%A4%A7%20%E0%A4%A5%E0%A4%BE%E0%A5%A4)

3. ukjh l'kfDrdj.k%

<https://www.hindikiduniya.com/essay/women-empowermentessayinhindi/#:~:text=%E0%A4%AE%E0%A4%B9%E0%A4%BF%E0%A4%B2%E0%A4%BE%20%E0%A4%B8%E0%A4%B6%E0%A4%95%E0%A5%8D%E0%A4%A4%E0%A4%BF%E0%A4%95%E0%A4%B0%E0%A4%A3%20%E0%A4%95%E0%A5%8D%E0%A4%AF%E0%A4%BE%20%E0%A4%B9%E0%A5%88%20%3F&text=%E0%A4%AE%E0%A4%B9%E0%A4%BF%E0%A4%B2%E0%A4%BE%20%E0%A4%B8%E0%A4%B6%E0%A4%95%E0%A5%8D%E0%A4%A4%E0%A4%BF%E0%A4%95%E0%A4%B0%E0%A4%A3%20%E0%A4%95%E0%A5%8B%20%E0%A4%AC%E0%A5%87%E0%A4%B9%E0%A4%A6%20%E0%A4%86%E0%A4%B8%E0%A4%BE%E0%A4%A8,%E0%A4%B8%E0%A4%95%E0%A5%8D%E0%A4%B7%E0%A4%AE%20%E0%A4%AC%E0%A4%A8%E0%A4%BE%E0%A4%A8%E0%A4%BE%20%E0%A4%AE%E0%A4%B9%E0%A4%BF%E0%A4%B2%E0%A4%BE%20%E0%A4%B8%E0%A4%B6%E0%A4%95%E0%A5%8D%E0%A4%A4%E0%A4%BF%E0%A4%95%E0%A4%B0%E0%A4%A3%20%E0%A4%B9%E0%A5%88%E0%A5%A4>

4. i;kZoj.k laj{k.k%

a. https://hi.wikipedia.org/wiki/%E0%A4%AA%E0%A4%B0%E0%A5%8D%E0%A4%AF%E0%A4%BE%E0%A4%B5%E0%A4%B0%E0%A4%A3_%E0%A4%B8%E0%A4%88%E0%A4%B0%E0%A4%95%E0%A5%8D%E0%A4%B7%E0%A4%A3#:~:text=%E0%A4%AA%E0%A4%B0%E0%A5%8D%E0%A4%AF%E0%A4%BE%E0%A4%B5%E0%A4%B0%E0%A4%A3%20%E0%A4%B8%E0%A4%82%E0%A4%B0%E0%A4%95%E0%A5%8D%E0%A4%B7%E0%A4%A3%20%E0%A4%95%E0%A4%BE%20%E0%A4%B8%E0%A4%AE%E0%A4%B8%E0%A5%8D%E0%A4%A4%20%E0%A4%AA%E0%A5%8D%E0%A4%B0%E0%A4%BE%E0%A4%A3%E0%A4%BF%E0%A4%AF%E0%A5%8B%E0%A4%82,%E0%A4%AA%E0%A5%83%E0%A4%A5%E0%A5%8D%E0%A4%B5%E0%A5%80%20%E0%A4%B8%E0%A4%AE%E0%A5%8D%E0%A4%AE%E0%A5%87%E0%A4%B2%E0%A4%A8%20%E0%A4%86%E0%A4%AF%E0%A5%8B%E0%A4%9C%E0%A4%BF%E0%A4%A4%20%E0%A4%95%E0%A4%BF%E0%A4%AF%E0%A4%BE%20%E0%A4%97%E0%A4%AF%E0%A4%BE%E0%A5%A4

b. http://gadyakosh.org/gk/%E0%A4%86%E0%A4%88%E0%A4%AF%E0%A5%87!_%E0%A4%AA%E0%A4%B0%E0%A5%8D%E0%A4%AF%E0%A4%BE%E0%A4%B5%E0%A4%B0%E0%A4%A3_%E0%A4%AC%E0%A4%9A%E0%A4%BE%E0%A4%8F%E0%A4%81!/_%E0%A4%85%E0%A4%A8%E0%A5%8D%E0%A4%A4%E0%A4%B0%E0%A4%BE_%E0%



PART II ENGLISH

Unit 1- Poetry

1. A Patch of Land - Subramania Bharati
2. The Sparrow - Paul Laurence Dunbar
3. A Nation's Strength – Ralph Waldo Emerson
4. Love Cycle - Chinua Achebe

Unit II - Prose

1. JRD - Harish Bhat
2. Us and Them - David Sedaris From Dress Your Family in Corduroy and Denim
3. Uncle Podger Hangs a Picture - Jerome K Jerome

Unit III- Short Stories

1. The Faltering Pendulum- Bhabani Bhattacharya
2. How I Taught my Grandmother to Read- Sudha Murthy
3. The Gold Frame- R.K. Laxman

Unit IV - Language Competency

1. Vocabulary : Synonyms, Antonyms, Word Formation
2. Appropriate use of Articles and Parts of Speech
3. Error correction

Unit V English for Workplace

1. Self - introduction, Greetings
2. Introducing others
3. Listening for General and Specific Information
4. Listening to and Giving Instructions /Directions

Text books (Latest Editions)

1. Steel Hawk and other stories by Bhattacharya, Bhabani, New Delhi: Sahitya Akademi, 1967
2. How I taught my Grandmother to Read and other Stories, Murthy, Sudha, Penguin Books, India, 2004

Web Resources

1. A patch of land by Subramania Bharati translated by Usha Rajagoplan : https://books.google.co.in/books?id=iSHvOmXuvLMC&printsec=frontcover&dq=subramania+bharati+poems&hl=en&newbks=1&newbks_redir=0&source=gb_mobile_search&sa=X&redir_esc=y#v=onepage&q=subramania%20bharati%20poems&f=false
2. The Sparrow by Paul Laurence Dunbar <https://poets.org/poem/sparrow-0>
3. A Nation's Strength by Emerson <https://poets.org/poem/nations-strength>
4. Love cycle by Chinua Achebe : <https://www.best-poems.net/chinuaachebe/love-cycle.html>
5. JRD by Harish Bhat <https://www.tata.com/newsroom/heritage/coffee-tea-jrd-tata-stories>
6. Us and Them by David Sedaris From Dress Your Family in Corduroy and Denim <https://legacy.npr.org/programs/morning/features/2004/jun/sedaris/usandthem.html>
7. Uncle Podger Hangs a Picture: <http://rosyhunt.blogspot.com/2013/01/unclepodger-hangs-picture.html>
8. The Gold Frame: <https://fybaenglish.blogspot.com/2018/12/the-gold-frame-r-klaxman.html>

Reference Books

(Latest Editions, and the style given must be strictly adhered to)

1. English in use - A textbook for College Students (English ,Paper back, - T.Vijay Kumar, KDurga Bhavani, YL Srinivas
2. Practical English Usage - 4th Edition By Michael Swan
3. The Art of Civilized Conversation: A Guide to Expressing Yourself with Style and
4. Grace -Margaret Shepherd, Penny Carter, (Illustrator), Sharon Hogan, 2005.



Python programming

Learning Objectives

- To make students understand the concepts of Python programming.
- To apply the OOPs concept in PYTHON programming.
- To impart knowledge on demand and supply concepts
- To make the students learn best practices in PYTHON programming
- To know the costs and profit maximization

UNIT I

Basics of Python Programming: History of Python-Features of Python-Literal-Constants-Variables - Identifiers–Keywords-Built-in Data Types-Output Statements – Input Statements-Comments – Indentation- Operators-Expressions-Type conversions. Python Arrays: Defining and Processing Arrays – Array methods.

UNIT II

Control Statements: Selection/Conditional Branching statements: if, if-else, nested if and if-elif-else statements. Iterative Statements: while loop, for loop, else suite in loop and nested loops. Jump Statements: break, continue and pass statements.

UNIT III

Functions: Function Definition – Function Call – Variable Scope and its Lifetime-Return Statement. Function Arguments: Required Arguments, Keyword Arguments, Default Arguments and Variable Length Arguments- Recursion. Python Strings: String operations- Immutable Strings - Built-in String Methods and Functions - String Comparison. Modules: import statement- The Python module – dir() function – Modules and Namespace – Defining our own modules.

UNIT IV

Lists: Creating a list -Access values in List-Updating values in Lists-Nested lists - Basic list operations-List Methods. Tuples: Creating, Accessing, Updating and Deleting Elements in a tuple – Nested tuples– Difference between lists and tuples. **Dictionaries:** Creating, Accessing, Updating and Deleting Elements in a Dictionary – Dictionary Functions and Methods - Difference between Lists and Dictionaries.

UNIT V

Python File Handling: Types of files in Python - Opening and Closing files-Reading and Writing files: write() and writelines() methods- append() method – read() and readlines() methods – with keyword – Splitting words – File methods - File Positions-Renaming and deleting files.

Textbooks

1. Reema Thareja, “Python Programming using problem solving approach”, First Edition, 2017, Oxford University Press.
2. Dr. R. Nageswara Rao, “Core Python Programming”, First Edition, 2017, Dream tech Publishers.



Reference Books

1. VamsiKurama, “Python Programming: A Modern Approach”, Pearson Education.
2. Mark Lutz, ”Learning Python”, Orielly.
3. Adam Stewarts, “Python Programming”, Online.
4. Fabio Nelli, “Python Data Analytics”, APress.
5. Kenneth A. Lambert, “Fundamentals of Python – First Programs”, CENGAGE Publication.

Web Resources

1. <https://www.programiz.com/python-programming>
2. <https://www.guru99.com/python-tutorials.html>
3. https://www.w3schools.com/python/python_intro.asp
4. <https://www.geeksforgeeks.org/python-programming-language/>
5. [https://en.wikipedia.org/wiki/Python_\(programming_language\)](https://en.wikipedia.org/wiki/Python_(programming_language))

Python Programming

Learning Objectives

- Be able to design and program Python applications.
- Be able to create loops and decision statements in Python.
- Be able to work with functions and pass arguments in Python.
- Be able to build and package Python modules for reusability.
- Be able to read and write files in Python.

LAB EXERCISES

1. Write a Python program to read and print values of variables of different data types.
2. Write a Python program to perform addition, subtraction, multiplication, division, integer division and modulo division on two integer numbers.
3. Write a Python program to determine whether the character entered is a vowel or not using conditional statement.
4. Write a Python program to calculate the factorial of a number using loop.
5. Write a Python program to calculate the square root of a number. Use break, continue and pass statements.
6. Write a Python program using function and return statement to check whether a number is even or odd.
7. Write a Python program to print the Fibonacci series using recursion.
8. Write a Python program to reverse the order of the items in the array.
9. Write a Python program that accepts a string from the user and redisplay the same string after removing vowels from it.
10. Write a Python program to remove all duplicates from a list.
11. Write a Python program that has a list of numbers. (both positive and negative). Make new tuple that has only positive values from this list.
12. Write a Python program that creates a dictionary of radius of a circle and its circumference.



Office Automation LAB

Learning Objectives

- To understand the concepts of MS word
- To learn the features of Word
- To do calculations in excel
- To Design invitations etc using Word
- To understand and design presentations

CONTENTS

1. Usage of Numbering, Bullets, Indents and Headers in a Word Document
 2. Prepare a Calendar in a Word Document
 3. Design a wedding invitation in Word Document
 4. Usage of Spell Check, Find and Replace
 5. Picture Insertion and Alignment
 6. Prepare a semester wise mark statement for a computer class of 20 students using any spread sheet" worksheet. Total, average and rank the student marks. Give proper headings. Make the column headings bold and italic.
 7. Consider the sample employee worksheet and calculate their salary.
 8. Use any spreadsheet to use mathematical, statistical and logical functions
 9. Use any spreadsheet to plot a chart for marks obtained by the students (out of 5) vs. frequency (total number of students in class is 50).
 10. Create a database for a Telephone Directory. Create a table named phone book with relevant fields. Enter a minimum of 10 records.
 11. Create a student database and create validation rules for fields like age, date of birth, pincode etc.
 12. Enter data to the student database using a form.
 13. Create a query and add criteria to the query.
 14. Create a tabular auto report.
- Customize a report in report design

Reference Books:

1. Microsoft Office 2016 Step By Step, Lambert, Joan , Frye, Curtis D., Phi Learning
2. Microsoft Access 2016 Step By Step, By Lambert, Joan Phi Learning
3. Microsoft Excel 2016 Step By Step, Curtis Frye, Phi Learning
4. Browse the Internet for Open Source Office Software



Discrete Mathematics

Course Outcomes:(for students: To know what they are going to learn)

- Know how to solve various problems on discrete mathematics
- Use approximation to solve problems
- Differentiation and integration concept are applied
- Apply , direct methods for solving linear systems
- Discrete solution of ordinary problems

Units I

Set theory-Sets and elements-Specifications of sets-Identity and Cardinality-Set inclusion-Equality of sets-proper sets-Power sets-Universal set-Operations on sets-ordered pairs-Cartesian product of sets

UNIT II

Relations and functions-Definition-example- Relations on sets- Equivalence relations- Equivalence Class - Functions

UNIT III

MATHEMATICAL LOGIC

Introduction – Statement (Propositions) – Laws of Formal Logic –Basic Set of Logical operators/operations - Propositions and Truth Tables – Algebra Propositions - Tautologies and Contradictions – Logical Equivalence – Logical Implication – Normal Forms

UNIT IV

MATRIX ALGEBRA Introduction – Definition of a Matrix - Types of Matrices – Operations on Matrices – Related Matrices – Transpose of a Matrix – Symmetric and Skew-symmetric Matrices – Complex Matrix – Conjugate of a Matrix – Determinant of a Matrix – Typical Square Matrices

UNIT V

Adjoint and Inverse of a Matrix –Singular and Non-singular Matrices – Adjoint of a Square Matrix – Properties of Adjoint of a Matrix – Properties of Inverse of a Matrix.

Text Book:

1. DISCRETE MATHEMATICS, Swapan Kumar Chakraborty and Bikash Kanti Sarkar, OXFORD University Press.

Reference Books:

1. DISCRETE MATHEMATICS, Third Edition, Seymour Lipschutz and Marc Lars Lipson, Tata McGraw Hill Education Private Limited.
2. Discrete Mathematical Structures with Applications to Computer Science by J.P.Tremblay, R.Manohar TMH edition



Office Automation

Learning Objectives:(for teachers: what they have to do in the class/lab/field)

- The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like MS Word, MS Excel and Powerpoint.
- The course is highly practice oriented rather than regular classroom teaching.
- To acquire knowledge on editor, spreadsheet and presentation software.

Units I

Introductory concepts: Memory unit– CPU-Input Devices: Key board, Mouse and Scanner. Output devices: Monitor, Printer. Introduction to Operating systems & its features: DOS– UNIX–Windows. Introduction to Programming Languages.

UNIT II

Word Processing: Open, Save and close word document; Editing text – tools, formatting, bullets; Spell Checker - Document formatting – Paragraph alignment, indentation, headers and footers, numbering; printing–Preview, options, merge.

UNIT III

Spreadsheets: Excel–opening, entering text and data, formatting, navigating; Formulas– entering, handling and copying; Charts– creating, formatting and printing, analysis tables, preparation of financial statements, introduction to data analytics.

UNIT IV

Database Concepts: The concept of data base management system; Data field, records, and files, Sorting and indexing data; Searching records. Designing queries, and reports; Linking of data files; Understanding Programming environment in DBMS; Developing menu drive applications in query language (MS–Access).

UNIT V

Power point: Introduction to Power point - Features – Understanding slide typecasting & viewing slides – creating slide shows. Applying special object – including objects & pictures – Slide transition–Animation effects, audio inclusion, timers.

Learning Resources:

Recommended Texts

1. PeterNorton,“IntroductiontoComputers”–TataMcGraw-Hill.

Reference Books

1. Jennifer Ackerman Kettel, GuyHat- Davis, Curt Simmons, “Microsoft2003”, Tata Mc Graw -Hill.

Web resources : Web content from NDL / SWAYAM or open source web resources



Problem Solving Techniques

Learning Objectives

- Familiarize with writing of algorithms, fundamentals of C and philosophy of problem solving.
- Implement different programming constructs and decomposition of problems into functions.
- Use data flow diagram, Pseudo code to implement solutions.
- Define and use of arrays with simple applications
- Understand about operating system and their uses

UNIT I

Introduction: History, characteristics and limitations of Computer. Hardware/Anatomy of Computer: CPU, Memory, Secondary storage devices, Input Devices and Output devices. Types of Computers: PC, Workstation, Minicomputer, Main frame and Supercomputer. Software: System software and Application software. Programming Languages: Machine language, Assembly language, High-level language, 4GL and 5GL-Features of good programming language. Translators: Interpreters and Compilers.

UNIT II

Data: Data types, Input, Processing of data, Arithmetic Operators, Hierarchy of operations and Output. Different phases in Program Development Cycle (PDC). Structured Programming: Algorithm: Features of good algorithm, Benefits and drawbacks of algorithm. Flowcharts: Advantages and limitations of flowcharts, when to use flowcharts, flowchart symbols and types of flowcharts. Pseudocode: Writing a pseudocode. Coding, documenting and testing a program: Comment lines and types of errors. Program design: Modular Programming.

UNIT III

Selection Structures: Relational and Logical Operators -Selecting from Several Alternatives – Applications of Selection Structures. Repetition Structures: Counter Controlled Loops –Nested Loops– Applications of Repetition Structures.

UNIT IV

Data: Numeric Data and Character Based Data. Arrays: One Dimensional Array - Two Dimensional Arrays – Strings as Arrays of Characters.

UNIT V

Data Flow Diagrams: Definition, DFD symbols and types of DFDs. Program Modules: Subprograms-Value and Reference parameters- Scope of a variable - Functions – Recursion. **Files:** File Basics-Creating and reading a sequential file-Modifying Sequential Files.

Textbooks

1. Stewart Venit, “Introduction to Programming: Concepts and Design”, Fourth Edition, 2010, Dream Tech Publishers.

Web Resources

1. <https://www.codesansar.com/computer-basics/problem-solving-using-computer.htm>
2. <http://www.nptel.iitm.ac.in/video.php?subjectId=106102067>
3. http://utubersity.com/?page_id=876

