

		Study Com	Ins.						
S.No.	Part	Course 7	Title	Hrs /wee k	Credit	Title of the Paper	Ma	ximum	Marks
	SEME	ESTER II					CIA	Uni. Exam	Tot al
1.	Ι	Language	Paper-2	6	3	Tamil/Other Languages	25	75	100
2.	II	English	Paper-2	4	3	English	25	75	100
3.	Π	NMSDC: Language Proficiency for Employability	Paper-1	2	2	Overview of English Communication	25	75	100
4.	III	Core Course –CC III	Paper-2	5	5	Analytical Geometry & Vector Analysis	25	75	100
5.	III	Core Course –CC IV	Practical - 2	5		Differential Equations and its Applications	25	75	100
6.	III	Elective II Generic/ Discipline Specific	Elective II	6	3	Programming with Python (with Lab)	25	75	100
7.	IV	Skill Enhancement Course SEC-2	Paper2	2	2	Mathematics For Completive Examinations-II	25	75	100
8.	IV	Skill Enhancement Course SEC-3 (Discipline Specific)	Paper 1	2	2	Office Automation	25	75	100
		Sem. Total		32	25		200	600	800

Title of the Course	ANALYTICAL GEOMETRY &VECTOR ANALYSIS							
Paper Number	CORE PA							
Category Core	Year	I	Credits	5	Cou			
	Semester	II			Cod			
Instructional	Lecture		ıtorial	Lab Prac	tice	Total		
Hours	4	1				5		
per week Pre-requisite	12 th Standa	rd Mathe	matics					
Objectives of the				haracteristi	cs and	d properties of two- and		
Course			al geometric s			a properties of two and		
			-	-	ıt geoi	netric relationships.		
	To solv	e real wo	rld problems	on geomet	ry and	its applications.		
Course Outline	UNIT-I: S	ystem o	Planes - Le	ength of th	e perj	pendicular - Orthogonal		
	projection.							
	UNIT-II: H	Represen	ation of line	- angle bet	ween	a line and a plane - co –		
	planar lines - shortest distance between two skew lines - length of the							
	perpendicular - intersection of three planes.							
	UNIT-III: Equation of a sphere - general equation - section of a sphere by							
	a plane-equation of the circle - tangent plane - angle of intersection of two							
	spheres- condition for the orthogonality - radical plane.							
	UNIT-IV:Vector Differentiation: Directional Derivative - Gradient-							
	Unit normal to the surface - Equation of tangent plane to a surface -							
	Equation of normal to a surface - Divergence - Curl - Laplacian							
	Differential operators.							
	UNIT-V:Vector Integration: Evaluation of line integral - surface							
	integral and volume integrals. Application of Green's theorem - Gauss-							
	Divergence theorem – Stokes theorem (proofs of theorems not included)-							
	simple prob	imple problems.						
Skills acquired	Knowledge	, Prob	lem Solvin	g, Analy	rtical	ability, Professional		
from this course	Competence	y, Profes	sional Comm	unication a	ind Tr	ansferrable Skill		
Recommended	1. S. L. Lon	ey, Co-o	rdinate Geon	netry.				
Text								

	2 Delet I T Dell Consultante Consultante fThese Diversion
	2. Robert J. T. Bell, Co-ordinate Geometry of Three Dimensions.
	3. Vector Analysis by P.Duraipandian and Kayalal Pachaiyappa ,S.Chand
	4. Analytical Solid Geometry of 3D by Shanthi Narayan and Dr.P.K.
	Mittal - S.Chand & Co.Pvt.Ltd
Reference Books	1. Calculus and Analytical Geometry, G.B. Thomas and R. L. Finny,
	Pearson Publication, 9 th Edition, 2010.
	2. Robert C. Yates, Analytic Geometry with Calculus, Prentice Hall, Inc.,
	New York, 1961.
	3.Earl W. Swokowski and Jeffery A. Cole, Algebra and Trigonometry
	with Analytic Geometry, Twelfth Edition, Brooks/Cole, Cengage
	Learning, CA, USA, 2010.
	4. William H. McCrea, Analytical Geometry of Three Dimensions, Dover
	Publications, Inc, New York, 2006.
	5. John F. Randelph, Calculus and Analytic Geometry, Wadsworth
	Publishing Company, CA, USA, 1969.
	6. Ralph Palmer Agnew, Analytic Geometry and Calculus with Vectors,
	McGraw-Hill Book Company, Inc. New York, 1962.
Website and	
e-Learning Source	https://nptel.ac.in

METHOD OF EVALUATION:

Continuous Internal Assessment	End Semester Examination	Total
25	75	100

Course Learning Outcome (for Mapping with POs and PSOs)

Students will be able to

CLO 1: Solve problems in the system of Planes

CLO 2: Estimate the angle between the line and plane, coplanar lines and shortest distance between skew lines.

CLO 3: Understand the concept of equation of sphere and its applications.

CLO 4: Calculate Directional Derivative, Divergence and Curl.

CLO 5: Apply Green's theorem, Gauss-Divergence theorem, Stoke's theorem to evaluate Area and Volume

		Pos						PSOs	
	1	2	3	4	5	6	1	2	3
CLO1	2	2	2	1	1	1	3	2	1
CLO2	2	3	2	1	1	1	3	2	1
CLO3	3	3	2	1	1	1	3	2	1
CLO4	3	3	3	2	1	1	3	2	1
CLO5	3	3	3	2	1	1	3	2	1

3 - Strong Correlation 2 - Medium Correlation 1 - Low Correlation

Course CORE PAPER IV Number CORE PAPER IV Categ Core Year I Credits 5 Course ory Semester II Credits 5 Course Code Instructional Lecture Tutorial Lab Practice Total Hours 4 1 5 per week Pre-requisite 12 th Standard Mathematics Objectives of Knowledge about the methods of solving Ordinary and Partial Dif Equations. • The understanding of how Differential Equations can be used as a p tool in solving problems in science. VIIT-I: Ordinary Differential Equations: Variable separable Outline UNIT-I: Ordinary Differential Equations: Variable separable Homogeneous Equation – Non - Homogeneous Equations of first degree variables - Linear Equation – Bernoulli's Equation - Exact differential equ UNIT-II: Equation of first order but not of higher degree: Equation solv dy/dx- Equation solvable for y-Equation solvable for x- Clairauts' form										
Number Categ Core Year I Credits 5 Course Code ory Semester II Tutorial Lab Practice Total Instructional Hours Lecture Tutorial Lab Practice Total Hours 4 1 5 per week 12 th Standard Mathematics 5 Course Objectives of the Course • Knowledge about the methods of solving Ordinary and Partial Dif Equations. • The understanding of how Differential Equations can be used as a p tool in solving problems in science. Course UNIT-I: Ordinary Differential Equations: Variable separable Homogeneous Equation – Non - Homogeneous Equations of first degree variables - Linear Equation - Bernoulli's Equation - Exact differential equation solving UNIT-II: Equation of first order but not of higher degree: Equation solving										
ory Semester II Code Instructional Hours Lecture Tutorial Lab Practice Total Hours 4 1 5 per week 1 5 Pre-requisite 12 th Standard Mathematics 5 Objectives of the Course • Knowledge about the methods of solving Ordinary and Partial Dif Equations. • The understanding of how Differential Equations can be used as a p tool in solving problems in science. Course Outline UNIT-I: Ordinary Differential Equations: Variable separable Homogeneous Equation – Non - Homogeneous Equations of first degree variables - Linear Equation - Bernoulli's Equation - Exact differential equ UNIT-II: Equation of first order but not of higher degree: Equation solving										
Instructional HoursLectureTutorialLab PracticeTotalHours415per week12th Standard MathematicsObjectives of the Course• Knowledge about the methods of solving Ordinary and Partial Dif Equations.• The understanding of how Differential Equations can be used as a p tool in solving problems in science.Course OutlineUNIT-I: OrdinaryOutlineUNIT-I: OrdinaryUNIT-I: Equation - Non - Homogeneous Equations of first degree variables - Linear Equation - Bernoulli's Equation - Exact differential equ UNIT-II: Equation of first order but not of higher degree: Equation solving										
Hours per week415Pre-requisite12th Standard MathematicsObjectives of the Course• Knowledge about the methods of solving Ordinary and Partial Dif Equations.• The understanding of how Differential Equations can be used as a p tool in solving problems in science.•Course OutlineUNIT-I: Ordinary Homogeneous Equation – Non - Homogeneous Equations of first degree variables - Linear Equation - Bernoulli's Equation - Exact differential equ UNIT-II: Equation of first order but not of higher degree: Equation solving										
per week12th Standard MathematicsObjectives of the CourseKnowledge about the methods of solving Ordinary and Partial Diffequations.• The understanding of how Differential Equations can be used as a problems in science.Course OutlineUNIT-I: Ordinary Homogeneous Equation – Non - Homogeneous Equations of first degree variables - Linear Equation - Bernoulli's Equation - Exact differential equation solving to of higher degree: Equation solving to of higher degree: Equation solving										
Pre-requisite 12 th Standard Mathematics Objectives of the Course • Knowledge about the methods of solving Ordinary and Partial Dif Equations. • The understanding of how Differential Equations can be used as a p tool in solving problems in science. Course Outline UNIT-I: Ordinary Differential Equations: Variable separable Homogeneous Equation – Non - Homogeneous Equations of first degree variables - Linear Equation - Bernoulli's Equation - Exact differential equation solve										
Objectives of the Course• Knowledge about the methods of solving Ordinary and Partial Dif Equations.• The understanding of how Differential Equations can be used as a p tool in solving problems in science.Course OutlineUNIT-I: Ordinary Differential Equations: Variable separable Homogeneous Equation – Non - Homogeneous Equations of first degree variables - Linear Equation - Bernoulli's Equation - Exact differential equ UNIT-II: Equation of first order but not of higher degree: Equation solv										
the Course Equations. • The understanding of how Differential Equations can be used as a p tool in solving problems in science. Course UNIT-I: Ordinary Differential Equations: Variable separable Outline Homogeneous Equation – Non - Homogeneous Equations of first degree variables - Linear Equation - Bernoulli's Equation - Exact differential equation solving UNIT-II: Equation of first order but not of higher degree: Equation solving										
 Equations. The understanding of how Differential Equations can be used as a p tool in solving problems in science. Course UNIT-I: Ordinary Differential Equations: Variable separable Homogeneous Equation – Non - Homogeneous Equations of first degree variables - Linear Equation - Bernoulli's Equation - Exact differential equation solver the tot of higher degree: Equation solver the tot of higher degree is the	ferential									
tool in solving problems in science. Course Outline UNIT-I: Ordinary Differential Equations: Variable separable Homogeneous Equation – Non - Homogeneous Variables - Linear Equation - Bernoulli's Equation - Exact differential Equation of first order but not of higher Linear Homogeneous Equation of first order but not of higher										
tool in solving problems in science. Course UNIT-I: Ordinary Differential Equations: Variable separable Outline Homogeneous Equation – Non - Homogeneous Equations of first degree variables - Linear Equation - Bernoulli's Equation - Exact differential equation UNIT-II: Equation of first order but not of higher degree: Equation solv	owerful									
Course UNIT-I: Ordinary Differential Equations: Variable separable Outline Homogeneous Equation – Non - Homogeneous Equations of first degree variables - Linear Equation - Bernoulli's Equation - Exact differential equation UNIT-II: Equation of first order but not of higher degree: Equation solve										
Outline Homogeneous Equation – Non - Homogeneous Equations of first degree variables - Linear Equation - Bernoulli's Equation - Exact differential equ UNIT-II: Equation of first order but not of higher degree: Equation solve										
variables - Linear Equation - Bernoulli's Equation - Exact differential equ UNIT-II: Equation of first order but not of higher degree: Equation solv	-									
UNIT-II: Equation of first order but not of higher degree: Equation solv	e in two									
	ations.									
dy/dx- Equation solvable for y-Equation solvable for x- Clairauts' form	able for									
	- Linear									
Equations with constant coefficients - Particular integrals of al	gebraic,									
exponential, trigonometric functions and their products.										
UNIT-III: Simultaneous linear differential equations - Linear Equation	s of the									
	cond Order - Complete solution in terms of a known integrals - Reduction to									
	the Normal form - Change of the Independent Variable-Method of Variation of									
Parameters.	Parameters.									
UNIT-IV: Partial differential equation: Formation of PDE by Elin	UNIT-IV: Partial differential equation: Formation of PDE by Eliminating									
arbitrary constants and arbitrary functions - complete integral - singular	arbitrary constants and arbitrary functions - complete integral - singular integral-									
General integral-Lagrange's Linear Equations - Simple Applications.	General integral-Lagrange's Linear Equations - Simple Applications.									
	UNIT-V: Special methods – Standard forms - Charpit's Methods – Simple									
Applications.	-									
Skills Knowledge, Problem Solving, Analytical ability, Professional Com-										
acquired Professional Communication and Transferrable Skill	betency.									
from this	petency,									
course	petency,									

Recommende	1. Shepley L. Ross, Differential Equations, 3rd Ed., John Wiley and Sons, 1984.
d Text	2. I. Sneddon, Elements of Partial Differential Equations, McGraw-Hill,
	International Edition, 1967.
	3. S.Narayanan & T.K.Manicavachagam Pillay, Calculus Vol III,
	S.Vishwanathan Printers and publishers pvt.ltd, Chennai (2016).
Reference	1. D.A. Murray, Introductory course in Differential Equations, Orient and
Books	Longman
	2. H.T. H. Piaggio, Elementary Treaties on Differential Equations and their
	applications, C.B.S Publisher & Distributors, Delhi,1985.
	3. Horst R. Beyer, Calculus and Analysis, Wiley, 2010.
	4. Braun, M. Differential Equations and their Applications. (3rd Edn.), Springer-
	Verlag, New York. 1983.
	5. TynMyint-U and Lognath Debnath. Linear Partial Differential Equations for
	Scientists and Engineers. (4th Edn.) Birhauser, Berlin. 2007.
	6. N.P.Bali, Differential Equations, Firewall Media Publications,(2006).
	7. S.Narayanan, Differential Equations and its Applications, Dhivya
	Subramanian for Anand Book Depot(2017).
Website and	https://nptel.ac.in
e-Learning	
Source	

METHOD OF EVALUATION:

Continuous Internal Assessment	End Semester Examination	Total
25	75	100

Course Learning Outcome (for Mapping with POs and PSOs)

Students will be able to

CLO 1: Determine solutions of homogeneous equations, non-homogeneous equations of degree one in two variables, solve Bernoulli's equations and exact differential equations

CLO 2: Find the solutions of equations of first order but not of higher degree and to Determine particular integrals of algebraic, exponential, trigonometric functions and their products

CLO 3: Find solutions of simultaneous linear differential equations, linear equations of second order and to find solutions using the method of variations of parameters

CLO 4: Form a PDE by eliminating arbitrary constants and arbitrary functions,

find complete, singular and general integrals, to solve Lagrange's equations

CLO 5: Explain standard forms and Solve Differential equations using Charpit's method

			P	PSOs					
	1	2	3	4	5	6	1	2	3
CLO1	2	2	3	2	2	2	3	3	2
CLO2	2	2	3	2	2	2	3	3	2
CLO3	2	3	3	3	2	3	3	3	2
CLO4	2	3	3	3	2	3	3	3	2
CLO5	2	3	3	3	2	2	3	2	2

3 - Strong Correlation

- 2 Medium Correlation
- 1 Low Correlation

Title of the	Course	9 PROGRAMMING WITH PYTHON AND LAB							
Paper Nur		ELECTIVEPAPER II							
Category	Elective	Year	I	Credits	3	Course			
		Semester	II			Code			
Instruction	nal	Lecture		Tutorial	Lab	Practice	Total		
Hours		3			1		4		
per week									
Pre-requis	ite	12 th Standar	d Mathe	ematics					
Objectives	of the	• Desc	ribe the	e core syntax	and se	emantics of	Python		
Course		prog	rammin	ig language.					
					nlina	with the st	ings and functions		
					-		rings and functions.		
		• Illust	rate the	e process of s	tructui	ring the dat	a using lists,		
		dictio	onaries,	tuples and se	ets.				
		• Understand the usage of packages and Dictionaries							
		To know the costs and profit maximization							
Course Ou	itline	Installing Py Started – P Python Bas Identifiers – Floating Poi functions for UNIT II-Se – Strings and String Built- Built-in Met UNIT III- C statement–C break statem Functional P Passing Fun UNIT IV-E and Handlin Raising Exc	rthon– l rogram ics – S Numb nt Num r all num quences d Opera inMeth hods–T Conditio ent–Cc Program ctions– rrors ar ag Exce eptions	Running Pyth Output stat Statements at ers – Introduc abers – Comp meric types. s: Strings, Lis tors–String-Co od–Lists–Op ouples—Tuple onals and Loo nal expressio ontinue statem iming–Calling Formal Argun d Exceptions eptions Conta – Modules – – Features o	non – I ement nd syn iction plex N ots and Only C erators e Oper ps–If ns–wh nent–p g Func ments- s – Ex ext Ma - Mod	Python Doo — Progra ntax –Var — Integers Jumbers – Tuples – S perators–H s-Built-inF rators and H statement– nile statement etions–Crea -Variable-H ceptions in anagement ulesand Fi	s-Downloading and cumentation. Getting m Input function – iable Assignment – – Double Precision Operators – Built-in Sequences – Strings Built-in Functions– unctions–List Type Built-in Functions- else statement– elif ent–for statement– ent –Functions and ating Functions– Length Arguments. Python – Detecting – with statement – les – Name spaces – ort –Module Built-in		

	UNIT V- Files and Input / Output: File Objects – File Built-in
	Functions – File Built-in Methods – File Built-in Attributes –
	Command-Line Arguments - File System –Object-oriented
	Programming – Introduction – Classes – Class Attributes –Instances–
	Instance Attributes.
Practical Course	
Outline	1. Program for Systemconfiguration
Outline	2. WorkingwithStrings
	3. WorkingwithLists
	4. WorkingwithTuples
	5. WorkingwithDictionary
	6. Workingwithconditionalloops–if, else, elif
	7. Workingwithconditionalexpressions–for,
	while,break,continue 8. Implementingprogramsonfunctions
	 8. Implementingprogramsonfunctions 9. Workingwithfunction–formalargumentsandvariable-
	lengtharguments
	10. WorkingwithDetectingandHandlingException
	11. Workingwithmodules
	12. Working withBuilt-inFunctions
Skills acquired	1. Impart knowledge and skill in getting started with Python
from this course	basic concepts.
	2. Expose to the concepts of sequences, string and built-in-
	function of python.
	3. Introduce the various control statements and looping for
	decision making.
	4. Study the exceptions and error handling in program
	execution.
	5. Gain knowledge on file management in Python
	Programming.
RecommendedText	Wesley J.Chun, "Core Python Programming", 2 nd Edition, Pearson
recommended i cat	
	Education LPE, NewDelhi,2007.
s	Education LPE, NewDelhi,2007.

ReferenceBooks	 Mark Summerfield, Programming in Python Pearson Education LPE, New Delhi, 1996. Python Programming, Brain draper, kindle unlimited pvt.ltd. Core Python Programming, Dr.R.Nageswara Rao, dreamtech pvtltd. Kindle. The complete reference on Python, Martin.C.Brown MAC GrawHill pvt.ltd. Coding for beginners using Python .Louie Stowell, kindle publishing pvt.ltd.
Website and e-Learning Source	 https://www.programiz.com/python-programming https://www.guru99.com/python-tutorials.html https://www.w3schools.com/python/python_intro.asp https://www.geeksforgeeks.org/python-programming-language/ https://en.wikipedia.org/wiki/Python_(programming_language)

METHOD OF EVALUATION:

Continuous Internal	End Semester F	Examination	Total
Assessment	Theory	Practical	
25	50	25	100

Course Learning Outcome (for Mapping with POs and PSOs)

Students will be able to

CLO1: Develop and execute simple Python programs.

CLO2: Write simple Python programs using conditionals and looping for solving problems.

CLO3:Decompose a Python program into functions.

CLO4:Represent compound data using Python lists, tuples, dictionaries etc.

CLO5: Read and write data from/to files in Python programs.

			PO	Os				PSOs	
	1	2	3	4	5	6	1	2	3
CLO1	3	2	1	1	3	2	2	2	2
CLO2	3	2	1	1	3	2	2	2	2
CLO3	3	2	1	1	3	2	2	2	2
CLO4	3	2	1	1	3	2	2	2	2
CLO5	3	2	1	1	3	2	2	2	2

3- Strong Correlation 2-M

2-Medium Correlation

1- Low Correlation

Titleof the	Course	MATHEM	IATI	CSFC	DRCOMPH	ETIVEEXA	AMIN	ATIONS-II
PaperNum	ıber	SEC 2			-			
Category	Category Core		ar I		Credits	2	Cou	
		Semester	II				Cod	le
Instruction	nalHours	Lecture		Tuto	orial	LabPract	tice	Total
perweek		2						2
Pre-requis	ite	12 th Standa	rdMa	thema	atics			
Objectives	of	Aftertaking						
	theCo	Toprep	areth	estude	entsforcom	petitiveexai	ninati	ons
urse								
CourseOu	tline	Unit I:						
		Time and	work	a – Tir	ne and dist	tance – Pro	blems	s on
		Trains.(Bo	ook1	Chap	ters15,17,1	18).		
		UnitII:						
		1	-	1	oundIntere	0 1		ieCharts-
		-	ns.(B	ook1:	Chapters2	1,22,37,38	,39).	
		UnitIII:		A 1	7 1 . •.	1 10		
		0	-		Vords–Arit			1ng– 1,Chapters13–15)
		UnitIV:		ssing		D00K2,5C		r,Chapters15-15)
			cienc	v–De	cisionMak	ing_		
							2,Sec	tion:1,Chapters16,17,
		20.)				×		, <u>i</u> , ,
		UnitV:						
		Non-Verba						
		Groupingot	flden	ticalF	igures.(Bo	ok2,Sectio	n:3,C	hapter3,4,13)

Extended	Questionsrelatedtotheabovetopics, from various competitive
Professional	examinationsUPSC/TNPSC/otherstobesolved(Tob
Component (is a	ediscussedduringtheTutorialhour)
part of internal	
component only,	
Nottobeincluded	
in the External	
Examinationqu	
estionpaper)	
Skills	Knowledge, problemsolving, analytical ability, professional
acquired	competency, professional communication and transferables kill.
fromthiscourse	

Recommended	
Text	 1.R.S.Aggarwal, Quantitative Aptitude for Competitive Examinations, R evised Edition, S. Chandand Company Ltd., Ram Nagar, New Delhi, Reprint 2022. 2. R.S.Agarwal, A Modern Approach To Verbal And Nonverbal Reasoning, S . Chand, 2018.
ReferenceBooks	V.V.K.Subbiraj, TestofReasoning–Verbal/Non- Verbal&GeneralIntelligenceforCompetitiveExaminations, SuraBook s,2007

CourseLearningOutcomes

Thiscoursewillenablethestudentsto:

CONumber	COStatement	Knowledge Level
CO1	makecritiqueofquantitativeinformationusing proportionalreasoning	K5
CO2	Interpretandcompareweightedaverages, indices, ranking.	K2
CO3	identifyusesandmisusesofpercentagesrelatedtoaproperu nderstanding ofthebases.	K1
CO4	examiningandestimatingpercentagesasratesper100	K3,K4
CO5	solveforanunknownquantityinproportional situation	K6

E-learningsource:<u>www.tcyonline.com/tests/mathematics-competitive-</u>

examhttp://www.indiabix.com/online-test/non-verbal-reasoningtest/http://books.tamilcube.com/career/aptitude-test/non-verbalreasoning/non-verbal-reasoning-questions-001.aspx

https://www.kent.ac.uk/careers/tests/spatialtest.htmhttp://www.careerble ss.com/aptitude/qa/home.phphttp://www.careerride.com/online-aptitudetest.aspx

OFFICE AUTOMATION

Subject	;	T	D	C	Cara di ta	Inst.		Mar	ks	
Code		Т	Р	S	Credits	Hours	CIA	Exte	ernal Tota	
	2		2		3	4	25	7	5	100
				L	earning Obj	ectives				
L01	The m	ajor ob	jective	in intr	roducing the	Computer S	Skills cours	se is to	impa	rt
	trainin	g for st	udents	in Mi	crosoft Offic	e which has	s different o	compo	nents	like
					Power point.					
LO2					ce oriented r		-			hing.
LO3					editor, spread			n softv	ware.	
-	isites: S	Should	have s	tudiec	l Commerce	e in XII Sto	1			-
Unit					Contents				No.	
	Introdu	latory	oonoon	ta Ua	rdware and	Softwara	Momory	nit	Hou	rs
		•	-		board, Mo		•			
Ι		-		•	. Introductio			-		
					ing Language	_	aning syste			
			-				ng text – t	ools,		
т		Word Processing: File menu operations - Editing text – tools, formatting, bullets and numbering - Spell Checker - Document								
II	format	ting –	Parag	graph	alignment,	indentatior	n, headers	and		
	footers	s, printi	ng – Pi	review	, options, me	erge.				
TTT	-			-	ning, entering	-		tting,		
III	naviga	ting; Fo	ormula	is – ent	tering, handli	ing and cop	ying			
	Charts	– cr	eating,	form	atting and	printing, a	analysis ta	ıbles,		
IV			-		itements, intr		-			
	Power	point	: Intr	oducti	on to Pow	ver point	- Feature	es –		
V			-		asting & view	-	-			
•			• •		object – inclu	0 0	-	res –		
	Slide t	ransitic	n - Ar	nimatio	on effects, au	dio inclusio	on, timers.			
					Total					
				(Course Outc	omes				
CO1	Unders	stand th	ne basio	cs of c	omputer syst	ems and its	componen	its.		
CO2	Unders	stand a	nd app	ly the l	basic concep	ts of a word	d processin	g pack	age.	
CO3	Under									
	onden	stand a	nd app	ly the l	basic concep	ts of electro	onic spread	sheet s	softwa	are.
CO4					basic concep basic concep					

	Textbooks
1	Peter Norton, "Introduction to Computers" – Tata McGraw-Hill.
	Reference Books
1	Jennifer Ackerman Kettel, Guy Hat-Davis, Curt Simmons, "Microsoft 2003", Tata McGraw- Hill.
NOTE	: Latest Edition of Textbooks May be Used
	Web Resources
1	Web content from NDL / SWAYAM or opensource web resources