

SEMESTER-I

COURSE 1: COMPUTER FUNDAMENTALS AND OFFICE AUTOMATION

Theory

Credits: 3

3 hrs/week

Course Objectives

1. **Understand foundational computing concepts**, including number systems, the evolution of computers, block diagrams, and generational progress.
2. **Develop knowledge of computer architecture**, focusing on system organization and networking fundamentals.
3. **Acquire practical skills in document creation**, formatting, and digital presentations using word processing tools.
4. **Gain proficiency in spreadsheet operations**, such as data entry, formulas, functions, and charting techniques.
5. **Introduce data visualization and basic modelling principles**, fostering analytical thinking in structuring and interpreting data sets.

Course Outcomes

1. At the End of the Course, The Students will be able to **explain different number systems**, the historical evolution of computers, and identify key components in a block diagram.
2. Learners will demonstrate **basic blocks of a computer and fundamental networking knowledge**.
3. Learners will create professional-level documents and **design visually appealing presentations** using word processing software and presentation software.
4. Learners will manipulate data within spreadsheets, apply formulas, and **generate accurate summaries and visualizations**.
5. Learners will apply data modelling techniques to **analyze, organize, and represent data effectively** in various scenarios.

Unit 1. Number Systems, Evolution, Block Diagram and Generations:

Number Systems: Binary, Decimal, Octal, Hexadecimal; conversions between number systems.

Evolution of Computers: History from early mechanical devices to modern-day systems.

Block Diagram of a Computer: Components like Input Unit, Output Unit, Memory, CPU (ALU + CU).

Generations of Computers: First to Fifth Generation – technologies, characteristics, examples.

Unit 2. Basic organization and N/W fundamentals:

Computer Organization: Functional components – Input/Output devices, Storage types, Memory hierarchy.

Types of Computers: Micro, Mini, Mainframe, and Supercomputers.

Networking Fundamentals: Definition, need for networks, types (LAN, WAN, MAN), topology (Star, Ring, Bus).

Internet Basics: IP Address, Domain Name, Web Browser, Email, WWW.

Unit 3. Word Processing and presentations:

Word Processing Basics: Using MS Word/Google Docs – formatting, styles, tables, mail merge.

Presentation Tools: Using PowerPoint/Google Slides – slide design, animations, transitions.

Applications: Creating resumes, reports, brochures, and presentations.

Keyboard Shortcuts

Unit 4. Spreadsheet Basics:

Spreadsheet Concepts: Understanding rows, columns, cells in tools like MS Excel/Google Sheets, cell referencing.

Functions and Formulae: SUM, AVERAGE, IF, COUNT.

Charts and Graphs: Creating visual representations

Data Handling: Sorting, filtering, conditional formatting.

Text Functions: LEFT, RIGHT, MID, LEN, TRIM, CONCAT, TEXTJOIN

Advanced Functions: Logical: IF, AND, OR, IFERROR, **Lookup:** VLOOKUP, HLOOKUP, XLOOKUP, INDEX, MATCH

Unit 5. Data Analysis and Visualization:

Conditional Formatting: Custom rules, Color scales, Icon sets, Data bars

Data Analysis Tools: Pivot Tables and Pivot Charts, Data Validation (Drop-downs, Input Messages, Error Alerts), What-If Analysis: Goal Seek, Scenario Manager, Data Tables

Charts and Dashboards: Creating Interactive Dashboards, Using slicers with Pivot Tables, Combo Charts and Sparklines

Productivity Tips: Using Named Ranges, Freeze Panes, Split View

Textbooks:

1. **Fundamentals of Computers**, Reema Thareja, Oxford University Press, Second Edition
2. **Fundamentals of Computers**, V. Rajaraman – PHI Learning
3. **Introduction to Computers** by Peter Norton – McGraw Hill
4. **Microsoft Office 365 In Practice** by Randy Nordell – McGraw Hill Education

References:

1. **Excel 2021 Bible** by Michael Alexander, Richard Kusleika – Wiley
2. **Networking All-in-One For Dummies** by Doug Lowe – Wiley
3. **Microsoft Official Docs and Training:** <https://learn.microsoft.com>
4. **Google Workspace Learning Center:** <https://support.google.com/a/users/>

Activities:

Outcome: At the End of the Course, The Students will be able to **explain different number systems**, the historical evolution of computers, and identify key components in a block diagram.

Activity: Create a digital poster or infographic comparing number systems (binary, decimal, octal, hexadecimal) and illustrating the timeline of computer generations with key innovations.

Evaluation Method: Rubric-based assessment of the poster presentation on a 10-point scale focusing on:

- Accuracy of number system conversions
- Correct identification of block diagram components
- Visual organization and creativity

Outcome: Learners will demonstrate **basic blocks of a computer and fundamental networking knowledge**.

Activity: Design a concept map showing the internal architecture of a computer and types of networks (LAN, WAN, MAN), including devices and topologies.

Evaluation Method: Checklist-based peer review and instructor validation:

- Completeness of the map
- Correctness of networking concepts
- Use of appropriate terminology
- Logical flow and structure of the map

Outcome: Learners will create professional-level documents and **design visually appealing presentations** using word processing software and presentation software.

Activity: Prepare a formal report (e.g., project proposal) in a word processor and present it using a slide deck with transitions, embedded media, and design elements.

Evaluation Method: Performance-based evaluation using a 10-point scoring scale:

- Formatting and structure of the document
- Presentation aesthetics and clarity
- Communication skills during presentation

Outcome: Learners will manipulate data within spreadsheets, apply formulas, and **generate accurate summaries and visualizations.**

Activity: Analyze a dataset (e.g., student scores or sales data) using spreadsheet software. Apply formulas (SUM, AVERAGE, IF, VLOOKUP) and create relevant charts.

Evaluation Method: Practical test with a rubric:

- Correct use of formulas
- Accuracy of data summaries

Outcome: Learners will apply data modelling techniques to **analyze, organize, and represent data effectively** in various scenarios.

Activity: Prepare an interactive dashboard for a given data set using EXCEL.

Evaluation Method: Evaluation of the dashboard on a 10-point scoring scale:

- Presentation aesthetics and clarity
- Interactiveness
- Communication skills during presentation

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COURSE 1: COMPUTER FUNDAMENTALS AND OFFICE AUTOMATION

Practical

Credits: 1

2 hrs/week

List of Experiments:

1. Demonstration of Assembling and Desassembling of Computer Systems.
2. Identify and prepare notes on the type of Network topology of your institution.
3. Prepare your resume in Word.
4. Using Word, write a letter to your higher official seeking 10-days leave.
5. Prepare a presentation that contains text, audio and video.
6. Using a spreadsheet, prepare your class Time Table.
7. Using a Spreadsheet, calculate the Gross and Net salary of employees (Min 5) considering all the allowances.
8. Generate the class-wise and subject-wise results for a class of 20 students. Also generate the highest and lowest marks in each subject.
9. Using IF, AND, OR, and IFERROR to Automate Grade Evaluation.
 - a. Create a table of student scores in different subjects.
 - b. Use IF to assign grades (A/B/C/Fail).
 - c. Use IFERROR to handle missing scores or invalid data.
10. *Employee Database Search Using VLOOKUP, HLOOKUP, XLOOKUP, INDEX, and MATCH*
 - a. Create a database of employees (Name, ID, Department, Salary).
 - b. Implement VLOOKUP to search by employee ID.
 - c. Use HLOOKUP to extract department heads by role.
 - d. Apply XLOOKUP for more flexible searches.
 - e. Use INDEX + MATCH as an alternative to VLOOKUP.
11. Sales Report Analysis Using Pivot Tables and Charts
 - a. Use a dataset of product sales (Product, Region, Date, Quantity, Revenue).
 - b. Create Pivot Tables to summarize data by region/product.
 - c. Insert Pivot Charts for visual analysis (e.g., bar, line).
 - d. Add slicers to make the dashboard interactive.
12. Designing a Data Entry Form with Drop-downs and Input Rules
 - a. Create a student registration form.
 - b. Add drop-down lists for course selection using Data Validation.
 - c. Add input messages to guide users.
 - d. Add error alerts for wrong entries.
13. Monthly Budget Planning using Goal Seek and Scenario Manager
 - a. Create a simple personal budget (income, expenses, savings).
 - b. Use Goal Seek to determine income needed to save a desired amount.
 - c. Use Scenario Manager to compare different budgeting scenarios (best/ worst/ realistic case).

d. Create a one-variable Data Table to analyze how different expenses affect savings.

14. Dashboard Creation Using Combo Charts, Sparklines & Slicers

a. Use existing sales or attendance data.

b. Insert combo charts (e.g., column + line).

c. Add sparklines to show trends.

d. Use slicers with Pivot Tables to control dashboard elements.

e. Finalize and format for interactivity.

SEMESTER-I

COURSE 2: PROBLEM SOLVING USING C

Theory

Credits: 3

3 hrs/week

Course Objectives:

1. Understand the fundamentals of computer programming, Apply structured problem-solving approaches using algorithms, flowcharts, and C programming constructs.
2. Develop efficient logic using decision-making, loop, and jump control statements.
3. Utilize derived data types like arrays and strings for modular program design.
4. Design and implement modular solutions using functions, recursive logic, pointer operations, and dynamic memory management.
5. Handle complex data structures including structures, unions, and text file operations.

Course Outcomes:

At the end of the course, students will be able to:

1. Understand basic computing concepts, programming paradigms and write structured C programs.
2. Apply control flow statements to solve logical and repetitive tasks in C.
3. Implement arrays and string operations to manage and manipulate data efficiently.
4. Design modular code using functions, recursion, and appropriate parameter passing.
5. Utilize pointers and memory operations for effective data handling. Demonstrate competence in dynamic memory allocation and text file processing.

Unit 1. Introduction to computer programming:

Introduction, Types of software, Compiler and interpreter, Concepts of Machine level, Assembly level and high-level programming, Flowcharts and Algorithms, Fundamentals of C: History of C, Features of C, C Tokens-variables and keywords and identifiers, constants and Data types, Rules for constructing variable names, Operators, Structure of C program, Input /output statements in C-Formatted and Unformatted I/O

Unit 2. Control statements:

Decision making statements: if, if else, else if ladder, switch statements. Loop control statements: while loop, for loop and do-while loop. Jump Control statements: break, continue and goto.

Unit 3. Derived data types in C:

Arrays: One Dimensional arrays - Declaration, Initialization and Memory representation; Two Dimensional arrays -Declaration, Initialization and Memory representation. Strings: Declaring & Initializing string variables; String handling functions, Character handling functions

Unit 4. Functions:

Pointers: Pointer data type, Pointer declaration, initialization, accessing values using pointers. Pointer arithmetic, Pointers and arrays.

Function Prototype, definition and calling. Return statement. Nesting of functions. Categories of functions. Recursion (Basic Concept only). Parameter Passing by address & by value. Local and Global variables. Storage classes: automatic, external, static and register.

Unit 5. Dynamic Memory Management:

Introduction, Functions-malloc, calloc, realloc, free Structures: Basics of structure, structure members, accessing structure members, nested structures, array of structures, structure and functions, structures and pointers. Unions - Union definition; difference between Structures and Unions. Working with text files - modes: opening, reading, writing and closing text files.

Text Books:

1. Programming in ANSI C, E. Balagurusamy, Tata McGraw Hill, 6 th Edn,
2. Computer fundamentals and programming in C, Reema Theraja, Oxford University Press

Reference Books:

1. Let us C, Y Kanetkar, BPB publications
2. Head First C: A Brain-Friendly Guide, David Griffiths, Dawn Griffiths

Activities:

Outcome: Understand basic computing concepts, programming paradigms and write structured C programs.

Activity: Create a concept map of computing fundamentals and programming paradigms (procedural, structured, object-oriented). Then, they write a structured C program (e.g., a calculator or student grade system) using proper syntax, indentation, and modular design.

Evaluation Method: Rubric-based Code Review & Viva to check the

- The correctness of the concept map
- Correct use of structure (main + functions)
- Identification of paradigm used
- Code readability and documentation

Outcome: Apply control flow statements to solve logical and repetitive tasks in C.

Activity: Implement a program that solves a logic puzzle (e.g., number guessing game, pattern generation, or prime number finder) using if, switch, for, while, and do-while.

Evaluation Method: Automated Test Cases + Peer Review to check the

- Correct use of control statements
- Logical correctness of output

- Efficiency and edge case handling
- Peer feedback on clarity and logic

Outcome: Implement arrays and string operations to manage and manipulate data efficiently.

Activity: Build a program that stores and arranges student marks in ascending and descending order using arrays and performs string operations like concatenation, comparing, and formatting names.

Evaluation Method: Functional Demonstration + Code Walkthrough to check the

- Correct array and string usage
- Memory efficiency
- Handling of invalid inputs
- Explanation of sorting/searching logic

Activity:

- **Recursive Problem Solver**

Students write a modular program to solve a recursive problem (e.g., factorial, Fibonacci, or Tower of Hanoi) using functions with parameters and return values.

Evaluation Method:

- **Code Trace + Written Quiz**

- Correct function decomposition
- Proper parameter passing (by value/reference)
- Recursion depth and base case handling
- Quiz on tracing recursive calls

Outcome: Utilize pointers and memory operations for effective data handling. Demonstrate competence in dynamic memory allocation and text file processing.

Activity: Create a program that dynamically stores user input (e.g., survey responses) using pointers and writes/reads the data to/from a text file.

Evaluation Method: Memory Debugging + File I/O Assessment to check the

- Proper use of malloc, calloc, realloc, and free
- Pointer arithmetic and dereferencing
- File creation, reading, writing, and error handling
- Use of tools like Valgrind or manual memory trace (Optional for Unix flavours)

SEMESTER-I

COURSE 2: PROBLEM SOLVING USING C

Practical

Credits: 1

2 hrs/week

List of Experiments:

1. Write a program to check whether the given number is Armstrong or not.
2. Write a program to find the sum of individual digits of a positive integer.
3. Write a program to generate the first n terms of the Fibonacci sequence.
4. Write a program to find both the largest and smallest number in a list of integer values
5. Write a program to demonstrate change in parameter values while swapping two integer variables using Call by Value & Call by Address
6. Write a program to perform various string operations.
7. Write a program to search an element in a given list of values.
8. Write a program that uses functions to add two matrices.
9. Write a program to calculate factorial of given integer value using recursive functions
10. Write a program for multiplication of two N X N matrices.
11. Write a program to sort a given list of integers in ascending order.
12. Write a program to calculate the salaries of all employees using Employee (ID, Name, Designation, Basic Pay, DA, HRA, Gross Salary, Deduction, Net Salary) structure.
 - a. DA is 30 % of Basic Pay
 - b. HRA is 15% of Basic Pay
 - c. Deduction is 10% of (Basic Pay + DA)
 - d. Gross Salary = Basic Pay + DA+ HRA
 - e. Net Salary = Gross Salary - Deduction
13. Write a program to read / write the data from / to a file.
14. Write a program to reverse the contents of a file and store in another file.
15. Write a program to create Book (ISBN, Title, Author, Price, Pages, Publisher) structure and store book details in a file and perform the following operations
 - a. Add book details
 - b. Search a book details for a given ISBN and display book details, if available
 - c. Update a book details using ISBN
 - d. Delete book details for a given ISBN and display list of remaining Books