Course Name : Diploma in Electronics Engineering
Course Code : DElnE
Semester : Mathematics - I
Subject Code : 133MA11a

Teaching & Examination Scheme

Teaching Scheme			Paper Hours	Examination Scheme											Total Marks
L	T	P		Theory		Test	Total		P		O		TW		
				Max	Min		Max	Min	Max	Min	Max	Min	Max	Min	
3	2	-	3	80	32	20	100	40	-	-	-	-	25	10	125

Rationale: -

Mathematics is the foundation stone for studies in all branches of Engineering. This subject helps students to develop logical thinking which in turn is useful in understanding the principles of all other subjects. Analytical and systematic approach towards any problem is developed by learning mathematics.

Objective: -

1. To teach students basic facts, concepts and principles of mathematics as a tool to analyze engineering problems.
2. To make students well versed in the prerequisites for further studies in mathematics and engineering.

Sr.No	Contents	L	M
	Section- I		
1	**Binomial Theorem** 1.1 Concepts of Permutations and Combinations and problems based on ${}^{n}P_{r}$, ${}^{n}C_{r}$ 1.2 Binomial Theorem with positive integral index, general term, Binomial expansion for negative integral and fractional index. .	08	10
2	**Matrices** 2.1 Matrices of order m x n, types of matrices, equality of matrices, 2.2 Addition and subtraction of matrices, multiplication of matrices. 2.3 Transpose of matrix, adjoint of matrix, inverse of matrix, 2.4 Solution of simultaneous linear equations by adjoint method.	08	12
3	**Straight lines** 3.1 Equations of straight lines in different forms. 3.2 Angle between two straight lines, conditions for two parallel and perpendicular straight lines.	05	08

4	**Complex Numbers** 4.1 Definition of complex number, Elementary operations. 4.2 Argand's Diagram, Modulus, Amplitude, Polar form of a complex number.	05	10
	Section-II		
5	**Trigonometry** 5.1 Circular measure of an angle, Conversion from degrees to radians and radians to degrees. 5.2 Trigonometric ratios of angle in four quadrants. 5.3 Compound angle formulae. 5.4 Allied angle formulae. 5.5 Product formulae, Sum or difference formulae. 5.6 Multiple, submultiples angle formulae. 5.7 Inverse trigonometric functions. 5.8 Properties of triangle: sine rule, cosine rule. (without proof)	16	28
6	**Determinants** 6.1 Determinant of order three. 6.2 Cramer's rule. 6.3 Properties of determinants.	06	12
	Total	**48**	**80**

REFERENCE BOOKS:

1) Basic Mathematics - B.M.Patel, J.M.Rawal and others - Nirali Prakashan.
2) Mathematics for Polytechnic - S. P. Deshpande- Pune Vidyarthi Griha Prakashan.

Course Name : **Diploma in Electronics Engineering**
Course Code : **DElnE**
Semester : **First**
Subject Title : **Chemistry**
Subject Code : **133CH12**

Teaching and Examination Scheme:–

Teaching Scheme			Paper Hours	Examination Scheme											Total Marks
L	T	P		Theory		Test	Total		P		O		TW		
				Max	Min		Max	Min	Max	Min	Max	Min	Max	Min	
3	-	2	3	80	32	20	100	40	25	10	-	-	25	10	150

Rationale:–
Chemistry is a basic science subject which is essential to all engineering courses. It gives knowledge of engineering materials, their properties, related applications & selection of materials for engineering applications. The contents of this curriculum provide knowledge of cells and batteries, selection of appropriate materials for engineering applications and methods of protection by metallic and non-metallic coatings. This subject will generate curiosity of carrying out further development in engineering fields.

Objectives:–
1. To understand mole concept and volumetric analysis.
2. To represent the formation of bonds in molecules.
3. Generalize different factors which affect atmospheric as well as electrochemical Corrosion.
4. Know various insulating or dielectric materials used for electronic equipments and computers.
5. To identify the properties of metal, alloys and other chemical compounds related to engineering applications.

Syllabus

Part – I : Theory

SECTION - I				
No.	**Chapter**	**Contents**	**L**	**M**
1	**Atomic Structure and Chemical Bonding**	Definitions of Elements, atoms, Molecules, Definition of atomic number, atomic mass number, Isotopes and Isobars, Electronic configuration of elements, Definitions: atomic weight, equivalent weights of an element, Molecular weight, Mole in terms of number, mass, volume, Determination of percentage composition of an element in a given molecule, Chemical bond, octet rule, formation of various types of chemical bonds: Covalent, Ionic, Coordinate	06	12

		covalent bonds along with examples CH_4, H_2, O_2, N_2, NaCl, $MgCl_2$, H_3O^+, NH_4^+, BF_3-NH_3		
2	**Ionic Equilibrium:**	Definitions & theories of acids & bases:Classical theory, Arrhenius theory, Lowry-Bronsted theory,Lewis theory, pH, pOH, pH scale, Numericals, Basicity of an acid and acidity of a base, Numericals of Equivalent weight of acids, bases, Definition of salts & types of salts: Normal, Acidic, Basic, Mixed, Double salts, complex salts, Electrolytes, Types of Electrolytes, Degree of dissociation, Conductivity of Electrolytes – Concept of Ohms Law, Specific Conductivity, Specific Resistance, Equivalent Conductivity & Molar Conductivity, Variation of Specific & Equivalent Conductance with dilution, Definition of Cell Constant	08	10
3	**Solution**	Solution, Concentrations of solution: Grams per litre, Percentage by weight or volume, Normality, Morality, Molality. Volumetric analysis, Titrations, Acid base titration, Acidimetry, Akalimetry, Redox titration, Iodometric titrations, Complexometric titration, Precipitation titration.	06	10
4	**Redox Reactions**	Introduction, Oxidation, Reduction, Electron transfer concept, Oxidising & reducing agents.	02	08
		SECTION - II		
5	**Metals and Alloys**	Metals: Definition of Metallurgy, Important Ores of Copper, Metallurgy of Copper, Physical & Chemical Properties (Action of Air, Water & Acids), Uses of Copper, Important Ores of Aluminium, Extraction of Aluminium from Alumina by Electrolytic Reduction Process, Electrolytic Refining of Aluminium, Engineering Properties of Aluminium & Uses Alloys Definition, Compositions, Properties & Applications of Soft Solder, Tinmann's Solder, Brazing Alloy, Plumber's Solder, Rose Metal.	05	08
6	**Electrochemistry**	Electrochemistry, Electrochemical reactions, Construction and working of electrochemical cell & electrolytic cell, Faradays I & II laws of electrolysis, Applications of electrolysis: electroplating & refining, Electrochemical cells and batteries, Construction, working and applications of dry cells, Lead acid storage batteries, Lithium Ion Polymrr cells, fuel cells	07	12
7	**Corrosion**	Introduction, Types of corrosion Atmospheric corrosion, oxide films, factors affecting Atmospheric	07	10

		corrosion, electrochemical corrosion, mechanism of electrochemical corrosion, galvanic corrosion, protective measures against corrosion: electrochemical protection by sacrificial anodic protection and impressed current, cathodic protection coatings (galvanic and zinc, organic coating agents, Electroplating, metal cladding,).		
8	**Lubricants and Insulators**	Lubricant, Functions of lubricant, Types of lubricants with examples, Ideal lubricant and properties: Viscosity, Viscosity index, fire point, flash point, pour point, cloud point, Saponification value, Acid value **Insulators** Definition of Dielectrics and Insulators, Classifications of Insulating Materials, Properties & Applications of Inert Gases, Silicone Fluids, Mineral Oil or Transformer Oil, Teflon, Epoxy Resin, Ceramics, Glass, Mica, Mylar.	07	10
			48	**80**

Part II:- Practicals

List of experiments:-

1. To study the use of indicators, for identification of acid, base and neutral solutions from the given set of solutions.
2. To standardize HCl solution using N/10 Na_2CO_3.
3. To standardize $KMnO_4$ solution using N/10 $C_2H_2O_4$ solution.
4. To determine strength of the mixture of H_2SO_4 + $C_2H_2O_4$ using NaOH and $KMnO_4$ solution.
5. To determine the amount of ferrous sulphate or ferrous ammonium sulphates in the given solution using $KMnO_4$ solution.
6. To standardize $K_2Cr_2O_7$ solution using N/10 $Na_2S_2O_3$ solution.
7. To determine the amount of ferrous sulphate or ferrous ammonium sulphates in the given solution using $K_2Cr_2O_7$ solution.
8. To determine the amount of copper sulphate in the given solution using $Na_2S_2O_3$ solution.
9. To standardize EDTA solution using N/10 $ZnSO_4$ solution.
10. To standardize $AgNO_3$ solution using NaCl solution.

Learning Resources:

Text Books

1. Essentials of Physical chemistry B. S. Bhal & G. D. Tuli, Edition: 18^{Th} (2010) S Chand Group,New Delhi.

2. Engineering Chemistry Jain & Jain Dhanpat Rai & Co. (Pvt.) Delhi – 110006
Ltd Edition: Fifteenth (2008)

Reference books

A Text Book of Chemistry Shashi Chawla Educational & Technical Publishers
Dhanpat Rai & Co. (Pvt.) Ltd, Edition: Third (2005)

Course Name: Diploma in Electronics Engineering
Course Code : DElnE
Semester : First
Subject Title : Communication Skills- I
Subject Code : 133HM13x

Teaching & Examination Scheme

Teaching Scheme			Paper Hours	Examination Scheme											Total Marks
L	T	P		Theory		Test	Total		P		O		TW		
				Max	Min		Max	Min	Max	Min	Max	Min	Max	Min	
3	2	-	3	80	32	20	100	40	-	-	-	-	25	10	125

Rationale:
Technicians in industry require in grammatically correct written and oral communication. In order to develop the abilities in students a text has been introduced. The tutorials have been incorporated to provide practice to the students to develop writing skills. Further exercises have been included for improving oral communication, apart from the basic grammar topics.

Objectives:
Developing the skills of comprehension of passages, building vocabulary and ability to express through oral and written communication, improving skills of composition, and help them formulate grammatically correct sentences.

LEARNING STRUCTURE
Application:
To enable students to comprehend the meaning of new words, use grammar to write correct answer to the questions and develop paragraphs

Procedure:
1. Technique of providing responses to short and long questions
2. Technique of application of grammar
3. Procedure for writing paragraphs
4. Technique of referring to dictionary and thesaurus

Principles:
1. Principles of formation of sentences
2. Principles of identification of various aspects of grammar
3. Principles to develop the theme of paragraph

Concepts:
1. Concept of comprehending the text
2. Concept of Time
3. Concept of classifying types of paragraphs

Facts:
1. Content of the text
2. Part of speech: Tenses, Verbs etc.
3. Topic sentences

COURSE COTENTS: Theory

PART I: TEXT Section I	**Hours**	**Marks**
Communication Skills-I *Vocabulary-Understanding meaning of contextual words * Comprehension- Understanding the passage, discussing the theme and expressing it appropriately * Identifying parts of speech to improve day to day oral communication	**24**	**40**
Section II		
PART II: Application of Grammar * Verbs: Subject –verb- agreement * Using appropriate Tenses according to the suitability and time elements • Punctuation • Correction of commonly misspelled words • Identifying Common errors in English language	**24**	15
PART III: Paragraph Writing/ Short composition * How to write a paragraph /short composition (Exercises given in assignment 4)		15
PART IV: Vocabulary Building * Word Formation *Technical vocabulary (usage of appropriate technical words in a passage) * use of synonyms/ antonyms/ homonyms /homophones * One word substitute		10
Total	**48**	**80**

Term work will consist of 9 assignments.

Skills to be developed:

Intellectual Skills:
1. Skills of Speaking in correct English

2. Exploring details and its application.
3. Reporting Skills and expressing effectively

Motor Skills:

1. Use of appropriate body language
2. Diction and Enunciation

Listening Skills:

1. Skills of listening and Comprehension

List of Assignments:

1. Building Vocabulary – (12 hrs – 2 assignments)
   i) 25 words for each assignment.
   ii) Technical vocabulary- (2 hrs-1 assignment)

2. Grammar – (8 hrs – 2 assignments)
   i) Insert correct parts of speech in the sentences .
   (16 sentences – two each, from different part of speech)
   ii) Punctuate the sentences .(10 sentences)
   iii) Usage of appropriate spellings
   iv) Correction of tenses in the passages written by students.

3. Errors in English – (4 hrs- 2 assignments)
   i) Find out the errors and rewrite the sentences given by the teacher. (20 sentences)

4. Write paragraphs/ short composition on given topics (4 hrs)
   i) Engineers – Nation Builders
   ii) An unforgettable incident
   iii) Narrate your long term goal in life.
   iv) Biography of a person who inspired you.

Learning Resources:

Text Book: Communication Skills I-
Compiled by Mrs. Thomas & Mrs. Krishnamurthy, H&M Dept

Reference Books:

1. Contemporary English grammar, structure and composition, Green David, Macmillan, India, First edition, 2000.
2. English grammar and composition, R. C. Jain, Macmillan, India, First edition, 2005.
3. Thesaurus, Rodgers, Oriental Longman
4. Dictionary, Oxford, Oxford University
5. Dictionary, Longman, Oriental Longman
6. English for Practical purposes, Patil Z. N. et al, Macmillan, India, 2004
7. English at Workplace, Sanyal Mukti, Macmillan, India

Course Name : **Diploma in Electronics Engineering**
Course Code : **DElnE**
Semester : **First**
Subject Title : **Elements of Electrical & Electronics Engineering**
Subject Code : **133EX14**

Teaching and Examination Scheme:–

Teaching Scheme			Paper Hours	Examination Scheme											Total Marks
				Theory		Test	Total		P		O		TW		
L	T	P		Max	Min		Max	Min	Max	Min	Max	Min	Max	Min	
3	-	2	3	80	32	20	100	40	-	-	25	10	25	10	150

Rationale:–

Components play an important role in technology. This subject gives knowledge of the basic components, their construction characteristics, tolerance and application in Engineering field.

Objectives:–

Students should be able to :

1) Recognize the component and type of component.
2) Recognize the material used for the type of component.
3) Understand the construction and the working principle of the component.
4) Understand the specifications (ratings) of the component.
5) Test the component**.**

Syllabus
Part I:- Theory

Sr. No	Contents	L	M
	Section I		
1	**RESISTORS** : Basic concepts. Ohm's Law. Fixed and Variable type. **Fixed** : Carbon composition, carbon film, metal film, Ceramic & Vitreous Enamel wire-wound types. **Variable** : Rheostat, Carbon track and wire-wound potentiometers (Linear & Non-Linear), Preset resistors. Their construction, power rating, tolerance (accuracy) temperature coefficient, and typical applications. **E6, E12 & E24 series of resistors.** **Colour Code of Standard Resistors.** Series and parallel combinations of resistor(Numericals without derivation) Concept of Electric current,potential and potential difference	10	18

	Conductivity and conductance Current division rule for parallel and voltage division rule for series circuit		
2	**CAPACITORS** : Definition and principle Fixed and Variable type. **Fixed** : Ceramic, Mica, Polyester and Electrolytic **Variable** : Air Gang and Trimmer. Their construction, voltage rating & typical applications. **Colour Coding of capacitors.** Series and parallel combination of capacitor	7	11
3	**INDUCTORS :** Definition and principle Construction & application of air core, iron core, ferrite core, inductor coils(winding) used in Motors, Generators, Transformers, Tube-light chokes, D.C. power supply Filter chokes, loudspeakers and ignition system of vehicles. Series and parallel combination of inductor	7	11
	Section II		
4	**SWITCHES :** Types: Slide, Toggle, Push to ON, Push to OFF, Rocker, Rotary & Reed switches. Their construction & applications.	5	10
5	**SEMICONDUCTOR & OPTOELECTRONIC DEVICES** : **PN JUNCTION DIODES** :Germanium and Silicon. Introduction to intrinsic and extrinsic semiconductor **LIGHT DEPENDENT RESISTOR. (LDR)** **LED's :** Light Emitting Diodes – Red, Green, Yellow, Blue and Bicolor type. **DISPLAYS :** Seven Segment LED Display, 5 x 7 Dot Matrix LED Display, Liquid Crystal Display (LCD). Their construction, operation and applications.	16	26
6	i) Breadboard, Printed Circuit Board (PCB): Types and applications. ii) Soldering iron, solder wire and soldering techniques.	3	04
	TOTAL	**48**	**80**

Part II :- Practicals

List of Laboratory Experiments:-

1. To identify the value, tolerance of resistors and capacitors by colour code.
2. To measure the value of resistor/s using multimeter.
3. To test rheostat, linear potentiometer, logarithmic potentiometer, preset variable resistors.
4. Testing of LDR on multimeter.

5. Testing of Germanium, Silicon PN diodes on multimeter.
6. Use of breadboard & testing of different colour LED's, 7 segment LED Display on breadboard.
7. Testing of switches by measuring their contact resistance on multimeter.

NOTE: The students should bring Digital Multi Meter (DMM) , soldering iron, wire strippers (Cutters), & blade with them in the laboratory.

Learning Resources:-

Text Book: - Electronic Circuits Handbook, 3rd Edition by Michael H Tooley. (BPB Publications).

Reference Books:-

1. Basic Electronics and Linear Circuits, 4th Edition by N N Bhargava, D C Kulshreshtha & S C Gupta. (Tata McGraw – Hill Publishing Company Limited)

2. Electronic Components & Materials, 2nd Edition by S M Dhir , (Tata McGraw - Hill Publishing Company Limited).

3. Electronic Components and Materials, 2nd Edition by Grover & Jamwal, Dhanpat Rai & Sons.

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Course Name : **Diploma in Electronics Engineering**
Course Code : **DElnE**
Semester : **First**
Subject Title : **Electrical & Electronics Workshop Practice**
Subject Code : **133EX15**

Teaching and Examination Scheme:-

Teaching Scheme			Paper Hours	Examination Scheme											Total Marks
L	T	P		Theory		Test	Total		P		O		TW		
				Max	Min		Max	Min	Max	Min	Max	Min	Max	Min	
1	-	3	-	-	-	-	-	-	-	-	-	-	50	20	50

Rationale:-

This subject will help the students in knowing the general working and faults occurring in the various common appliances.

Objectives:-

The student must be able to :

1) Identify the various parts of common household gadgets.
2) Explain the principle of operation of these gadgets.
3) Troubleshoot common faults that can occur in these gadgets.

Learning Structure:

Syllabus

Part 1:- Theory

Sr. No	Contents	L
1	Concepts of Electrical Wiring: a) House wiring b) Staircase wiring c) Office wiring d) Industrial wiring	4
2	Principle of operation: a) Ceiling Fan b) Table Fan c) Tube Light d) Mixer/Grinder e) Induction Heater f) Immersion Heater/Geyser g) Power Supply Eliminator h) Electronic Fan Regulator/Light Dimmer	8

3	a) Wiring and testing of AC 230V, single phase 50 Hz mains domestic supply board. b) Troubleshooting of faults occurring in the above gadget connections.	4
	Total	**16**

List of Laboratory Experiments:

1. Testing of ac mains connection using Tester & Test Lamp.
2. Domestic wiring practice of ceiling fan
3. Domestic wiring practice of table fan
4. Domestic wiring practice of tube light
5. Domestic wiring practice of water heater (Geyser).
6. Study of domestic electrical fan starter.
7. Study of domestic electronic fan speed regulator (Dimmer).
8. Wiring and testing of AC 230V, single phase 50 Hz mains domestic supply board. (With 3 on/off switches, 1 three pin plug, Two regulators)
9. Study & fabrication of general purpose dc power supply (Battery Eliminator).
10. (DC voltage 6 V to 15 V, 500 mA rating).
11. Study of mobile charger.
12. Study & fabrication of 1.2 V Nickel Metal Hydride (Ni-MH) battery charger.
13. Wiring and soldering of one circuit on a general purpose PCB.
14. Wiring and testing of AC 230V, 50 Hz extension supply board.

Reference Books :

1) Electrical wiring, Estimation and Costing, 6th Edition by S.L.Uppal (Khanna Publisher).
2) Power Supplies for all occasions 1st Edition by M C Sharma (BPB Publications).
3) Electrical Domestic Appliances, by Prof. D.U. Tatpuje
4) Study of Electrical Appliances, by K.B. Bhatia
5) How to repair Small Appliances Part I & II, by Jack Darr
6) Major Appliances Servicing, by P.T. Brockwell. Jr.

Course Name : Diploma in Electronics Engineering
Course Code : DElnE
Semester : First
Subject Title : Engineering Graphics
Subject Code : 133ME16

Teaching Scheme			Paper Hours	Examination Scheme											Total Marks
L	T	P		Theory		Test	Total		P		O		TW		
				Max	Min		Max	Min	Max	Min	Max	Min	Max	Min	
1	-	3	-	-	-	-	-	-	50	20	-	-	50	20	100

Rationale:–

This subject aims at making the students understand the fundamentals of Engineering Graphics which is a language used by Engineers for developing & expressing ideas & conveying the instructions which will be used to carry out jobs in the field of engineering.

The subject deals with drawing instruments & it's use, Sectional orthographic projections and isometric views. An introduction to computer drafting will be helpful in understanding the application of the subject in the industry. This subject will play very important role in designing, operation and maintenance areas of the existing and changing technological requirements of the modern world.

Objectives:

The student will able to

- Understand the fundamentals of Engineering Graphics
- Read and interpret object drawings.

Syllabus

No	Topic		Contents	Hrs
1	**Drawing Instruments & their uses**	1.1	Letters & Numbers (Single stroke Vertical)	3
		1.2	Convention of Lines & it's applications	
2	**Orthographic Projections**		2.1 Planes of projections – HP, VP & PP Orthographic projections of points. 2.2 Sectional Orthographic Projections of simple machine parts.(Full Section in one view)	8
3	**Pictorial Views-**		Isometric Projections and Isometric Views. (No problems with slots on inclined surfaces)	4
4	**Demonstration**		Demonstration of drafting software to the students.	1
			Total	**16**

Practicals

The students should workout the problems on the following topics preferably on quarter imperial drawing sheets during the practicals.

1. Eight Sheets on the topic of Orthographic Projections.
2. Two sheets on Isometric Projections.

Text Books:-

1. Engineering Drawing : N.D.Bhat , Charotar Publishers,49th Edition 2010
2. Engineering Graphics & Engineering – S.T.Ghan, M.V.Rawalani- Nirali Publications-seventh Edition -2009

References:-

1. Engineering Drawing- D.A.Jolhe - TATA McGraw Hill- 2008
2. Engineering Graphics- K.R.Mohan – Dhanpatrai publishing co.-Ist edition-2009

Course Name : Diploma in Electronics Engineering
Course Code : DElnE
Semester : First
Subject Title : Computer Applications
Subject Code : 133EX17

Teaching Scheme			Paper Hours	Examination Scheme												Total Marks
L	T	P		Theory		Test	Total		P		O		TW			
				Max	Min		Max	Min	Max	Min	Max	Min	Max	Min		
-	-	2	-	-	-	-	-	-	-	-	-	-	50	20	50	

Rationale:

Computer plays very important role in human lives. Computers are now affecting every sphere of human activity and bringing about many changes in industry, government, education, medicine, scientific research, law, social sciences and even in arts like music and painting.

Objective:

At the end of this course students will be able to

1. Understand the Components of computer system.
2. Understand the operating system (windows 7/XP).
3. Understand File Storage.
4. Use of Microsoft office.

Practicals

Term Work- Students should submit practical journal along with the print outs of assignments conducted during the practical.

List of practical's

1. Working with Windows 2000 desktop, start icon, taskbar, Recycle Bin, My Computer icon ,The Recycle Bin and deleted files. Creating shortcuts on the desktop

2. The Windows 2000 accessories

WordPad – editing an existing document

Use of Paint – drawing tools

The Calculator, Clock

3. The Windows Explorer window, concept of drives, folders and files?

Folder selection techniques, Switching drives, Folder creation

Moving or copying files, Renaming, Deleting files, and folders

4. Printing

Installing a printer driver

Setting up a printer

Default and installed printers

Controlling print queues

Viewing installed fonts

The clipboard and ‘drag and drop’

Basic clipboard concepts

Linking vs. embedding

Working with Microsoft word

5. Moving through a Word document menu bar and drop down menus toolbars
6. Entering text into a Word 2007 document, selection techniques Deleting text
7. Font formatting keyboard shortcuts
8. Paragraph formatting

   Bullets and numbering
9. Page formatting what is page formatting? Page margins Page size and orientation

   Page breaks, Headers and footers
10. Introducing tables and columns
11. Printing within Word 2007 Print setup Printing options Print preview
12. Development of application using mail merge
13. Mail merging addresses for envelopes
14. Printing an addressed envelope and letter
15. Creating and using macros in a document

Preparing worksheet with Excel.

16. Creating and opening workbooks

    Entering data
17. Navigating in the worksheet

    Selecting items within Excel 2000

    Inserting and deleting cells, rows and column

    Moving between worksheets, saving worksheet, workbook

    Formatting and customizing data

    Formulas, functions and named ranges

Creating, manipulating & changing the chart type

Preparing presentations with Microsoft Power Point.

18. Slides and presentations, Opening an existing presentation , Saving a presentation

19. Using the AutoContent wizard ,Starting the AutoContent wizard

20. Selecting a presentation type within the AutoContent wizard

21. Presentation type

22. Presentation titles, footers and slide number

23. Creating a simple text slide

24. Selecting a slide layout

25. Manipulating slide information within normal and outline view

26. Formatting and proofing text

27. Pictures and backgrounds

28. drawing toolbar

29. AutoShapes

30. Using clipart

31. Selecting objects

32. Grouping and un-grouping objects

33. The format painter. Creating and running a slide show

34. Navigating through a slide show

35. Slide show transitions

36. Slide show timings

37. Animation effects

Microsoft Internet Explorer 5 & the Internet

38. Connecting to the Internet

39. The Internet Explorer program window

40. The on-line web tutorial Using hyper links

41. Responding to an email link on a web page

42. Searching the Internet

43. Searching the web via Microsoft Internet Explorer

44. Searching the Internet using Web Crawler

45. Searching the Internet using Yahoo

46. Commonly used search engines

47. Favorites, security & customizing Explorer

48. Organizing Favorite web sites

49. Customizing options – general, security, contents, connection, programs, advanced

Using the Address Book

50. Adding a new contact

51. Creating a mailing group

52. Addressing a message

53. Finding an e-mail address

54. Using electronic mail

55. Starting Outlook Express

56. Using the Outlook Express window

57. Changing the window layout

58. Reading file attachment

59. Taking action on message-deleting, forwarding, replying

Email & newsgroups

60. Creating and sending emails

61. Attached files

62. Receiving emails

63. Locating and subscribing to newsgroups

64. Posting a message to a newsgroup

65. Chatting on internet.

66. Understating Microsoft chat environment

67. Chat toolbar.

Text Books:-

1) Introduction to computing systems, by Patt and Patel, Tata McGraw-Hill Publishing Company, Second Edition, 2007

Course Name : Diploma in Electronics Engineering
Course Code : DElnE
Semester : First
Subject Title : Student Centered Activity/Test

Teaching Scheme			Paper Hours	Examination Scheme											Total Marks
L	T	P		Theory		Test	Total		P		O		TW		
				Max	Min		Max	Min	Max	Min	Max	Min	Max	Min	
-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-

Rationale:–

Most of the diploma holders join industries. Due to globalization and competition in the industrial and service sectors the selection for the job is based on campus interviews or competitive tests.

While selecting candidates a normal practice adopted is to see general confidence, ability to communicate and attitude, in addition to basic technological concepts.

The purpose of introducing professional practices is to provide opportunity to students to undergo activities which will enable them to develop confidence. Expert lectures, E-learning sources, E-library, Internet, seminars on technical topics and group discussion are planned in a semester so that there will be increased participation of students in learning process.

Objectives:

The Student will be able to:

1. Acquire information from different sources
2. Prepare notes for given topic
3. Present given topic in a seminar
4. Interact with peers to share thoughts
5. Take the advantages of E-learning sources