

SYLLABUS

I Year – I SEMESTER

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ENGLISH –I
(Common to All Branches)

DETAILED TEXT-I English Essentials: Recommended Topics:

1. **IN LONDON: M.K.GANDHI**

OBJECTIVE: To apprise the learner how Gandhi spent a period of three years in London as a student.

OUTCOME: The learner will understand how Gandhi grew in introspection and maturity.

2. **THE KNOWLEDGE SOCIETY- APJ KALAM**

OBJECTIVE: To make the learners rediscover India as a land of Knowledge.

OUTCOME: The learners will achieve a higher quality of life, strength and sovereignty of a developed nation.

3. **THE SCIENTIFIC POINT OF VIEW- J.B.S. HALDANE**

OBJECTIVE: This essay discusses how scientific point of view seeks to arrive at the truth without being biased by emotion.

OUTCOME: This develops in the student the scientific attitude to solve many problems which we find difficult to tackle.

4. **PRINCIPLES OF GOOD WRITING:**

OBJECTIVE: To inform the learners how to write clearly and logically.

OUTCOME: The learner will be able to think clearly and logically and write clearly and logically.

5. **MAN'S PERIL**

OBJECTIVE: To inform the learner that all men are in peril.

OUTCOME: The learner will understand that all men can come together and avert the peril.

6. **THE DYING SUN—SIR JAMES JEANS**

OBJECTIVE: This excerpt from the book “The Mysterious Universe” presents the mysterious nature of the Universe and the stars which present numerous problems to the scientific mind. Sir James Jeans uses a poetic approach to discuss the scientific phenomena.

OUTCOME: This provides the students to think about the scientific phenomena from a different angle and also exposes the readers to poetic expressions.

7. **LUCK—MARK TWAIN**

OBJECTIVE: This is a short story about a man's public image and his true nature. The theme of the story is that luck can be a factor of life, so that even if one is incompetent but lucky, one can still succeed.

OUTCOME: The story is humorous in that it contains a lot of irony. Thus this develops in the learner understand humorous texts and use of words for irony.

Text Book: ‘English Essentials’ by Ravindra Publications_

Hardware Troubleshooting (Demonstration):

Identification of a problem and fixing a defective PC(improper assembly or defective peripherals).

Software Troubleshooting (Demonstration):. Identification of a problem and fixing the PC for any software issues

Internet & Networking Infrastructure

Task 6: Demonstrating Importance of Networking, Transmission Media, Networking Devices- Gateway, Routers, Hub, Bridge, NIC ,Bluetooth Technology, Wireless Technology, Modem, DSL, Dialup Connection.

Orientation & Connectivity Boot Camp and web browsing: Students are trained to configure the network settings to connect to the Internet. They are trained to demonstrate the same through web browsing (including all tool bar options) and email access.

Task 7: Search Engines & Netiquette:

Students are enabled to use search engines for simple search, academic search and any other context based search (Bing, Google etc). Students are acquainted to the principles of micro-blogging, wiki, collaboration using social networks, participating in online technology forums

Task 8: Cyber Hygiene (Demonstration): Awareness of various threats on the internet. Importance of security patch updates and anti-virus solutions. Ethical Hacking, Firewalls, Multi-factor authentication techniques including Smartcard, Biometrics are also practiced

Word**Task 9 : MS Word Orientation:**

Accessing, overview of toolbars, saving files, Using help and resources, rulers, formatting ,Drop Cap , Applying Text effects, Using Character Spacing, OLE in Word, using templates, Borders and Colors, Inserting Header and Footer, Using Date and Time option, security features in word, converting documents while saving

Task 10: Creating project : Abstract Features to be covered:-Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check , Track Changes, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs.

Excel

Task 11: Using spread sheet features of EXCEL including the macros, formulae, pivot tables, graphical representations

Creating a Scheduler - Features to be covered:- Gridlines, Format Cells, Summation, auto fill, Formatting Text

LOOKUP/VLOOKUP

Task 12: Performance Analysis - Features to be covered:- Split cells, freeze panes, group and outline, Sorting, Boolean and logical operators, Conditional formatting

Power Point

Task 13: Students will be working on basic power point utilities and tools which help them create basic power point presentation. Topic covered during this week includes :- PPT Orientation, Slide Layouts, Inserting Text, Word Art, Formatting Text, Bullets and Numbering, Auto Shapes, Lines and Arrows, Hyperlinks, Inserting –Images, Clip Art, Tables and Charts in Powerpoint.

Task 14: Focusing on the power and potential of Microsoft power point. Helps them learn best practices in designing and preparing power point presentation. Topic covered during this week includes: - Master Layouts (slide, template, and notes), Types of views (basic, presentation, slide slotter, notes etc), Inserting – Background, textures, Design Templates, Hidden slides, OLE in PPT.

TEXT BOOK:

Faculty to consolidate the workshop manuals using the following references

1. Computer Fundamentals, Anita Goel, Pearson
2. Scott Mueller's Upgrading and Repairing PCs, 18/e, Scott. Mueller, QUE, Pearson, 2008
3. Information Technology Workshop, 3e, G Praveen Babu, M V Narayana BS Publications.
4. Comdex Information Technology , Vikas Gupta, dreamtech.

REFERENCE BOOK:

1. Essential Computer and IT Fundamentals for Engineering and Science Students, Dr. N.B. Venkateswarlu