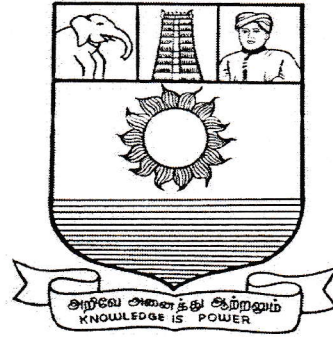


மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்

திருநெல்வேலி – 627 012

Manonmaniam Sundaranar University

Thirunelveli – 627 012.



கல்விசார் நிலைக்குழுக் கூட்டம்

**MEETING OF THE STANDING COMMITTEE ON
ACADEMIC AFFAIRS HELD ON MONDAY
THE 15th APRIL 2013.**

**Syllabus for Diploma in Information Technology Course offered
through Directorate of Community Colleges and Extension
Learning Programme from 2013 - 2014**

DIPLOMA IN INFORMATION TECHNOLOGY

SCHEME OF EXAMINATIONS

Subject code	Title of the Paper	Credit	Hours	Passing Minimum
C13IT11/E13IT01	Computer Concepts and Information Technology	6	90	40/100
C13IT12/E13IT02	Office Automation	6	90	40/100
C13IT21/E13IT03	Visual Basic	6	90	40/100
C13IT22/E13IT04	Internet Programming	6	90	40/100
C13LS23/E13LS05	Life Skill	6	90	40/100
C13ITP1/E13ITP1	Internet Programming Lab	4	90	40/100
C13ITP2/E13ITP2	Visual Basic Lab	4	90	40/100

Eligibility for admission: Pass in 10thstd examination conducted by the Govt. of Tamil Nadu Board of Secondary Education, Government of Tamil Nadu or any other equivalent examination.

Examination: Passing Minimum for each paper is 40%. Classification will be done on the basis percentage marks of the total marks obtained in all the papers and as given below:

40 % but less than 50 %	- Third class
50 % but less than 60 %	- Second class
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Syllabus

FIRST SEMESTER

Paper-I : Computer Concepts and Information Technology
Paper-II : Office Automation

SECOND SEMESTER

Paper-III : Visual Basic
Paper-IV : Internet Programming
Paper-V : Life Skill
Paper-VI : Practical -I- Internet Programming Lab
Paper-VII : Practical -II- Visual Basic Lab

***(Semester Pattern for Community College Only)**

PAPER- I COMPUTER CONCEPTS AND INFORMATION TECHNOLOGY

UNIT- I Introduction to computers Generation - types and characteristics – Mini – mainframe – PC – work stations – Super computers – Net work computers – Parts of computers: CPU, Control unit, ALU, Memory, Registers, Memory types, RAM& ROM – storage devices – Magnetic disk, Hard disk, Floppy Disks – CD ROM.

UNIT- II Input devices, key board – mouse – trackball – joystick – scanner – OCR – Touch screens – Light Pen. Output devices – Monitors – printers – Dot Matrix – ink jet- Laser Printers. Softwares – Operating Systems – Compiler – Programming languages – Word processions – spread sheets.

UNIT- III Computer Networks – Communication media – network types – LAN,MAN,WAN, Top[ologies: Ring, star and Bus topologies.

UNIT- IV Data processing: Data versus information – File processing – Database processing DBMS: Database Definition – Need for Database – Characteristics of a database – Database Management system services, Types of DBMS: Network, Relational, hierarchical and Object Oriented Models.

UNIT- V Internet and WWW – Reasons for internet internet connections direct and Dial-up, List of Uses of internet – internet Protocols such as FTP, HTTP, TCP/IP. Email, Browsing, Browser - Types Searching information and sending and receiving mails, Search engines Yahoo and Google.

Text Book

Fundamentals of Information Technology, Alex Leon ands Mathew Leon, Vikas Publications, New Delhi – 2000 (Chapters 1 to 4, 6 to 10, 14, 15, 18, 21)

PAPER -II OFFICE AUTOMATION

UNIT- I Word Basics: Starting Word, creating documents, parts of word window – mouse and key board operations – formatting features, toolbars, Menu and commands and their icons – Properties.

UNIT- II Word standard and formatting toolbars commands including text, font, justify, bullet, cell Alignment and numbering, creating and formatting tables, mail merge.

UNIT- III Excel Basics: worksheet navigation – cells – selecting and entering and editing numbers, Increasing Row Height & Column width text, formulas Entering dates – Excel Menus, Tools bars and icons and method of using them, Sorting data in worksheets, Creating Charts.

UNIT- IV MS Powerpoint Basics: Toolbars – Standard, Formatting and Drawing tool bars – Navigation in PowerPoint – Creating, opening presentations – slide creation, deletion, Fill color effects, copying, slide numbering, Saving and closing presentations, Inserting pictures, text box , Slide Transition Slide show set up.

UNIT- V MS Access: Database definition [- Parts of an access window – Access tool bars and windows, Starting MS Access, Creating, Updating, saving databases.

Text Book

A first Course on Computers written by Sanjay Saxena , Vikas Publications Ltd., New Delhi, Chapters; 7,8,9,11,12,14,15,16

PAPER - III VISUAL BASIC

UNIT- I A first glance to VB: Introduction- Features of VB – Integrated development environment – Basic script. The integrated Development Environment: Introduction, Overview, Project Window, Toolbox, Form Layout Window Properties Window, Menu Bar and Tool Bar. Control Structure: part I Introduction, If/Then/Else, While, Do While Do Until

UNIT- II Control Structure: Part II Introduction, For, For/Next, Select Case, Do/Loop While, Do/Loop Until, Exit Do, Exit For, Boolean Data type, Constant variables, Logical Operators, visuals Basic Data Types. Sub Procedures and Function Procedures Introduction, Form Modules, Sub Procedures, Function Procedures, Call By Value Vs Call By Reference, Exit Sub and Exit Function, Storage Classes, Scope Rules, Recursion, Optional Arguments, Named Arguments, Visual Basic Math Functions, Code Modules.

UNIT- III Arrays: Introduction, Arrays, Declaring Arrays, Passing Arrays to Procedures, Sorting Arrays, Searching Arrays, Multidimensional Arrays, Control Arrays, Dynamic Arrays, Paramarray, Function Array

UNIT- IV Basic Graphical User Interface Concepts: Controls, Text Box, MaskEdit, ComboBox, ListBox, ScrollBars, Slider, Menus, Pop-up Menus, Function MsgBox, Advanced Graphical User Interface Concepts; MDI, Multiple Forms, Template Forms, RichTextBox, UpDown, ImageList, ImageCombo.

UNIT- V Mouse and KeyBoard: Changing the shape of the Mouse Pointer, Mouse Events, Mouse Buttons, Shift-Ctrl-Alt Keys, Drag and Drop, Key Events, KeyPreview Property. Database Management: ADO Data Control, DAO Data Control, RDO Data Control, Accessing the Data Base using ADO, DAO

Books:

Visual Basic 6 How to Program Authors: H.M. Deital, P.J.Deital and T.R.Neito Pearson Education Asia Visual Basic 6 – Paul D. Sheriff, Prentice Hall of India 2000

PAPER- IV INTERNET PROGRAMMING

UNIT- I Introduction to HTML/X-HTML: Documents types (HTML elements, head elements, title & body element), element & character, the rules of HTML & X-HTML.

UNIT- II Core HTML attributes: ID attribute, class attribute, style attribute, title core language attribute, core events, heading, paragraphs & breaks, divisions & catering, spans, quotations, preformatted text, list (ordered, unordered, definition list), horizontal rules, address (other block level element), text level element, physical character formatting elements, logical elements, inserted & deleted text, character entities, comments.

UNIT- III Links & addressing: basic concepts of URLs, linking in HTML (The anchor element, link rendering), anchor attribute, name attribute, title, accelerator keys, tab index, target, anchor & link relationship, image & anchor, image maps (client & server side & their attributes)

UNIT- IV Layouts with tables: introduction to tables (simple table, row span, colspan attribute, background color, background images, data binding : tables generated from data source)

UNIT- V Frames: overview of frames, simple frame, use of <no frames>, frame layouts – Using forms to read the input from user.

Text Book

HTML a Beginner's Guide written by Willard, Wendy, Tata McGraw Hill Ltd, 2008.

PAPER V (LIFE SKILL) **(Common to All Courses)**

UNIT- I ATTITUDE : Positive thinking – Goal setting – Problem Solving and Decision making – Leadership and Team Work.

UNIT- II COMMUNICATION SKILLS: Oral communication: Concept of English language – Fluency – Verbal communication in official and public situations.

UNIT- III COMMUNICATION SKILLS: Written Communication: Comprehension – Writing a formal letter like application for Job, enquiry, reply, complaint and such others – preparation of Resume, Curriculum Vitae.

UNIT- IV COMPUTING SKILLS – 1: Introduction to Computers, its various components and their respective functions – Memory storage devices – Microsoft (MS) Office – MS Word.

UNIT- V COMPUTING SKILLS – 2 Internet Basics – Origin of Internet – MODEM – ISP – Upload – Download – e-mail – Origin of worldwide web (www) Browsers – Search engines.

Reference books:

Life skill, Manonmaniam Sundaranar University Publications Division (2011)

PAPER VI- PRACTICAL I – INTERNET PROGRAMMING LAB

1. Create a simple web page introducing yourself, how old you are, what you do, what you like and dislike.
2. Using HTML tags display information about your institution and courses.
3. Using HTML tags display images on a web page.
4. Create a web page to display a table, use a heading and at least one use of rowspan /colspan
5. Create a HTML program to link two web pages.
6. Create a page using HTML that links to various search engines (google, yahoo, altavista, lycos, etc)
7. Create a page with an image that has a border of size 2, a width of 200, and a height of 200
8. Create a webpage that outputs the squares of the number 1 – 20. Print each number on a separate line, next to it the number 2 superscripted, an equal sign and the result.
9. Create a webpage that prints to the screen two addresses in the same format used on the front of envelopes (senders address in top right corner, receivers address in the centre)
10. Create a page with five different images, skip two lines between each image. Each image should have a file.

PAPER VII -PRACTICAL II – VISUAL BASIC

Visual Basic Lab Exercises

1. Write a program to find the roll numbers that are less than 35 marks from the list of students.
2. Write a program to get employee details such as code name, Sex, department Salary. You have to calculate DA, HRA, PF and Net amount (using if)
DA = 16% of Bp
HRA = 12% of Bp
PF = 10% of Bp
3. Write a program to get student details such as Name, Reg. No. marks for 4 subjects. You have to calculate Total, Average & Grade. Grade is calculated as follows:
Above 90 Distinction
60 to 89 1st class
40 to 59 2nd class
If any one of mark >40 – fail (Using select case)
4. To generate Prime Numbers within a given range.
5. To check a number is Armstrong or not
6. To find sum of two matrices.
7. To find first, second number in a given Array

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