

STATE BOARD OF TECHNICAL EDUCATION, JHARKHAND
TEACHING AND EXAMINATION SCHEME FOR POST S.S.C. DIPLOMA COURSES

COURSE NAME : DIPLOMA IN ARCHITECTURAL ASSISTANTSHIP

DURATION OF COURSE : SIX SEMESTERS

WITH EFFECT FROM 2011-12

SEMESTER : FIRST

DURATION : 16 WEEKS

PATTERN : FULL TIME - SEMESTER

SR. NO.	SUBJECT TITLE	Abbreviation	SUB CODE	TEACHING SCHEME			EXAMINATION SCHEME									SW (16001)
				TH	TU	PR	PAPER HRS.	TH (1)		PR (4)		OR (8)		TW (9)		
								Max	Min	Max	Min	Max	Min	Max	Min	
1	English Ø	ENG	12004	03	--	02	03	100	40	--	--	--	--	25@	10	50
2	Building Materials	BMS	12323	03	--	02	03	100	40	--	--	--	--	25@	10	
3	Surveying	SVY	12324	02	--	02	02	50	20	50#	20	--	--	25@	10	
4	Architectural Graphics - I	AGS	12325	02	--	03	04	100	40	--	--	--	--	50@	20	
5	Architectural Drawing - I	ADG	12326	01	--	04	--	--	--	--	--	--	--	50@	20	
6	Visual Drawing - I	VDG	12327	02	--	02	--	--	--	50@	20	--	--	--	--	
7	Computer Fundamentals	CMF	12006	--	--	04	--	--	--	50 #*	20	--	--	25@	10	
TOTAL				13	--	19	--	350	--	150	--	--	--	200	--	50

Student Contact Hours Per Week: **32 Hrs.**

THEORY AND PRACTICAL PERIODS OF 60 MINUTES EACH.

Total Marks : **750**

@ Internal Assessment, # External Assessment, Ø Common to All Conventional Diploma, * Online Examination,  No Theory Examination.

Abbreviations: TH-Theory, TU- Tutorial, PR-Practical, OR-Oral, TW- Termwork, SW- Sessional Work

- Conduct two class tests each of 25 marks for each theory subject. Sum of the total test marks of all subjects is to be converted out of 50 marks as sessional work (SW).
- Progressive evaluation is to be done by subject teacher as per the prevailing curriculum implementation and assessment norms
- Code number for TH, PR, OR and TW are to be given as suffix 1, 4, 8, 9 respectively to the subject code.

Course name : All Branches of Diploma in Engineering and Technology.

Semester : First

Subject Title : English

Subject Code : 12004

Teaching and Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
03	--	02	03	100	--	--	25@	125

NOTE:

- **Two tests each of 25 marks to be conducted as per the schedule given by SBTE.**
- **Total of tests marks for all theory subjects are to be converted out of 50 and to be entered in mark sheet under the head Sessional Work. (SW)**

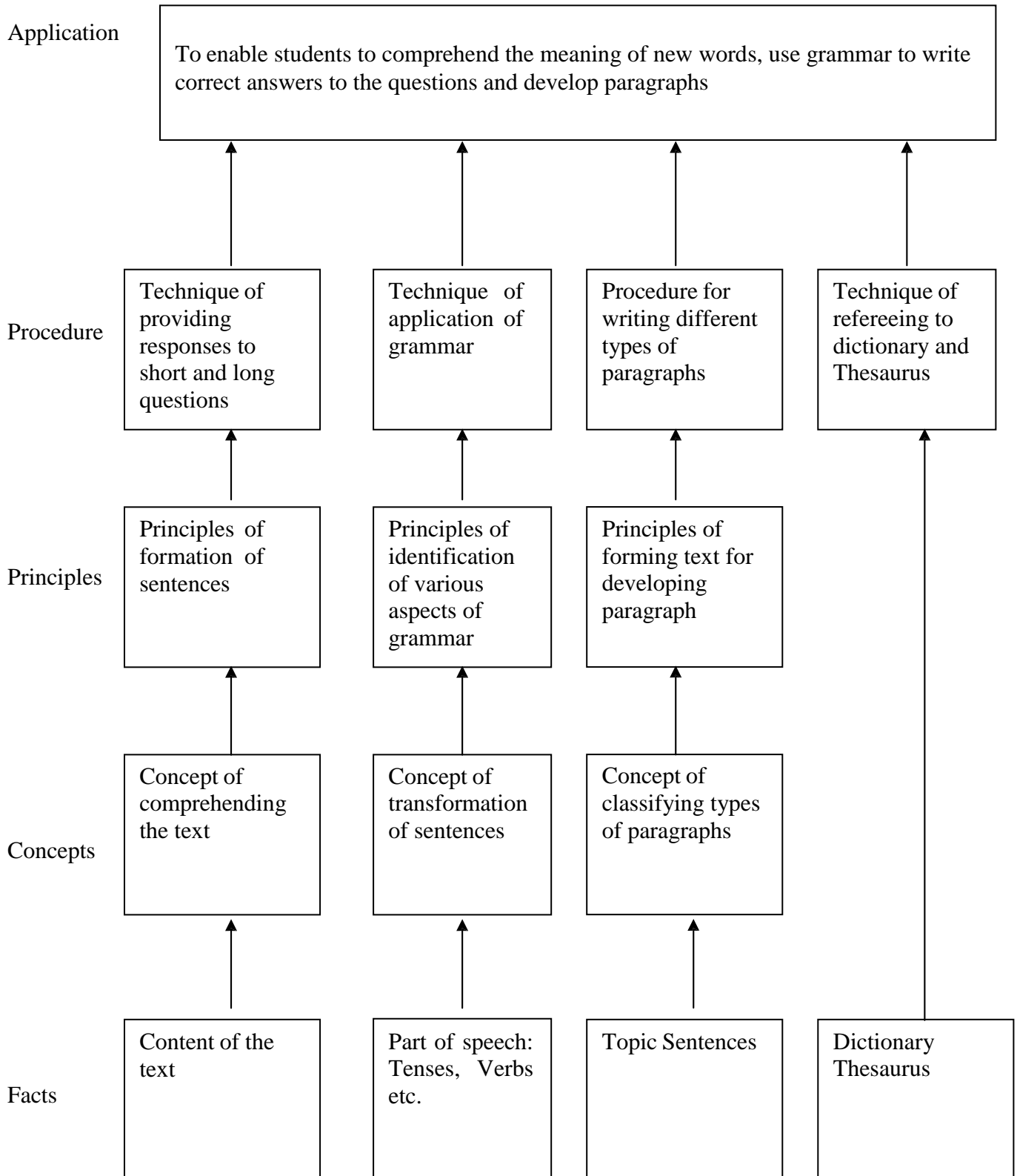
RATIONALE:

The snap study conducted for the role of technicians in industry revealed that diploma pass outs lack in grammatically correct written and oral communication. In order to develop the abilities in students a text has been introduced. The practical have been incorporated to provide practice to the students to develop writing skills. Further exercises have been included for improving oral communication.

OBJECTIVES:

1. Comprehend the given passage
2. Answer correctly the questions on seen and unseen passages
3. Increase the vocabulary
4. Apply rules of grammar for correct writing

Learning Structure:



CONTENTS: Theory

Name of Topic	Hours	Marks
PART I: TEXT <ul style="list-style-type: none"> • Comprehension – Responding to the questions from text (Spectrum) • Vocabulary - Understanding meaning of new words from text • Identifying parts of speech from the text. 	22	44
PART II -Application of grammar <ul style="list-style-type: none"> • Verbs • Tenses Do as directed (active /passive, Direct/indirect, affirmative/negative/assertive, interrogative, question tag, remove too, use of article, preposition, conjunctions, interjections, punctuation) <ul style="list-style-type: none"> • Correct the errors from the sentences. 	16	28
PART III - Paragraph writing <ul style="list-style-type: none"> • Types of paragraphs (Narrative, Descriptive, Technical) • Unseen Passage for Comprehension. 	05	16
PART IV - Vocabulary building <ul style="list-style-type: none"> • Synonyms • Antonyms • Homophones • Use of Contextual words in a given paragraph. 	05	12
Total	48	100

The text (Spectrum) consists of 10 Articles/Lessons out of which only eight articles/lessons will be considered and taught as a part of the syllabus. The below mentioned articles (two) have been deleted/scraped off from the syllabus.

Lesson No. 02 – What is Life? By J.B.S.Haldane

Lesson No. 06 – Role of Technology at Women’s Work .

The term work will consist of 08 Assignments

Skill to be developed in Practicals

Intellectual Skill

1. Skills of speaking correct English
- 2 Searching information.
- 3 Reporting skills.

Motor Skills:

- 1 Use of appropriate body language.
- 2 Use of appropriate phonetics.

List of Assignments:

- 01 Building of Vocabulary (04 Hours)**
25 words from the glossary given at the end of each chapter, to be used to make sentences.
- 02 Applied Grammar (02 Hours)**
Identify the various parts of speech and insert correct parts of speech in the sentences given by the teachers.
- 03**
Punctuation (02 Hours)
Punctuate 20 sentences given by the teachers.
- 04**
Tenses (04 Hours)
List 12 tenses and give two examples for each tense.
- 05**
Dialogue Writing (04 Hours)
Write at least two dialogues on different situations. (Conversation between two friends, conversation between two politicians.etc)
- 06**
Identifying the Errors (02 Hours)
Identify the errors in the sentences given by the teachers. (20 sentences)
- 07**
Idioms and Phrases (02 hours)
Use of Idioms and Phrases in sentences. (20 Examples)
- 08 Biography (04 Hours)**
Write a short biography on your favorite role model approximately. (250 – 300 words with pictures)

ACTIVITIES TO BE CONDUCTED DURING PRACTICALS

- 01** Student should perform role-plays on the situations given by the teachers. (04 Hrs)
- 02** Student should listen to spoken English cassettes. (04 Hrs)

Learning Resources:

Books:

Sr. No.	Title	Author	Publisher
01	Spectrum – A Text Book on English	----	SBTE
02	Contemporary English grammar, structures and composition	David Green	Macmillan
03	English for practical Purposes	Z. N. Patil et el	Macmillan

04	English grammar and composition	R. C. Jain	Macmillan
05	English at Workplace	Editor – Mukti Sanyal	Macmillan
06	Thesaurus	Rodgers	Oriental Longman
07	Dictionary	Oxford	Oxford University
08	Dictionary	Longman	Oriental Longman

Web Sites for Reference:

Sr. No.	Website Address
01	www.edufind.com
02	www.english_the_easy_eay.com
03	www.englishclub.com
04	www.english_grammar_lessons.com
05	www.wikipedia.org/wiki/english_grammar

Course Name : Diploma in Architectural Assistantship

Semester : First

Subject Title : Building Materials

Subject Code : 12323

Teaching & Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
03	--	02	03	100	--	--	25@	125

NOTE:

- **Two tests each of 25 marks to be conducted as per the schedule given by SBTE.**
- **Total of tests marks for all theory subjects are to be converted out of 50 and to be entered in mark sheet under the head Sessional Work. (SW)**

Rationale:

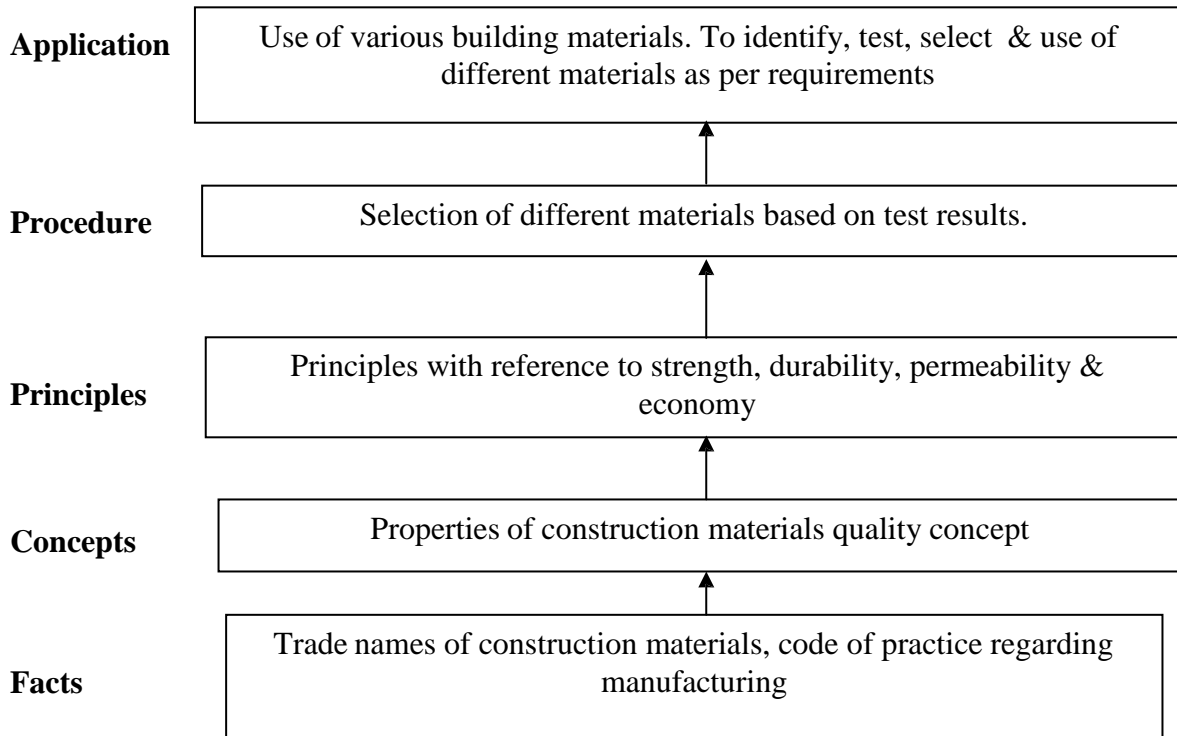
This is core technology subject. It will help the students to secure knowledge about the properties & uses of different building materials. It will also help in learning further aspects of building construction.

Objectives:

The students will be able to: -

- 1) Identify, select & test different construction materials.
- 2) Make use of the different construction materials.

Learning Structure:



Contents: Theory

Chapter	Name of the Topic	Hours	Marks
1	Sand Properties & uses of sand	02	04
2	Brick 2.1 Characteristics of good bricks, 2.2 Tests for crushing, hardness, soundness, presence of soluble salts & water – absorption 2.3 Classification of bricks, 2.4 Size shape weight of bricks, 2.5 Uses of bricks	03	08
3	Stone 3.1 Characteristics of stone 3.2 Uses of stone. 3.3 Tests for crushing strength & water absorption	03	06
4	Cement 4.1 Types of cement with their properties & uses i) Portland cement ii) White cement iii) Coloured cement iv) Rapid hardening cement v) Sulphate resisting cement vi) High alumina cement vii) Blast furnace slag cement 4.2 Composition of cement, 4.3 Properties of cement, 4.4 Field tests for cement, 4.5 Weight of cement bag uses of cement manufacturing of cement with flow diagrams only	07	14
5	Mortar 5.1 Properties and uses of Mortar 5.2 Types of Mortar - Lime, cement, sand, lime – surkhi mortar	03	06
6	Lime 6.1 Classification of lime. 6.2 Properties & uses of lime. 6.3 Field tests for lime 6.4 Conversion of fat lime in to Hydraulic lime	03	06
7	Concrete 7.1 Bulking of sand Sieve analysis & its application for grading of concrete 7.2 Water cement ratio, 7.3 workability of concrete, 7.4 Lime concrete	06	10
8	Timber 8.1 Identification of timber (Sal, Deodar, Kail, Teak)	03	10

	8.2 Properties of good timber, 8.3 Seasoning of timbers. 8.4 Commercial sizes of cut timber 8.5 Uses		
9	Steel 9.1 Properties and uses of Mild Steel & Hard steel. 9.2 Market forms of steel – I section, T section, Channel Section, rolled bars	03	06
10	Glass 10.1 Manufacturing of Glass 10.2 Properties and uses of following glasses: - i) Sheet glass ii) Plate glass iii) Wired glass iv) Coloured glass v) Glass blocks vi) Obscured glass vii) Safety glass viii) Glazing putty	06	12
11	Paints 11.1 Characteristics of good paints, 11.2 Types of paints - Aluminium paints, Bituminous paints, cement based paints , Enamel paints, oil paints with their covering capacities 11.3 Varnishes - Oil & spirit Varnishes, Lacquer, French polish & stains 11.4 Distempers – Dry & oil Bound 11.5 Current Market Rates	06	12
12	Plastics Properties & uses of plastics	03	06
	Total	48	100

Practical:

Skills to be developed:

Intellectual Skills:

- 1) Understand the different properties and uses of different materials.

Motor Skills:

- 1) To do market survey so that students can select the material.

List of Assignments:

1) The students should do the market survey of materials and submit the report of the same for all topics

Note:

- 1) Practical hours should be used for market survey of each material & students should submit report of the visit.
- 2) The subject teacher will provide guidelines for market survey.

Learning Resources:

Books:

Sr. No.	Author	Title	Edition	Year of Publication	Publisher & address
01	P.N.Khanna	Civil Engineers Hand Book	9 th	1984	Engineers Publisher, Delhi
02	Rangwala S.C.	Engineering Materials	14 th	1990	Charotar Publishing House, Anand

Course Name : Diploma in Architectural Assistantship

Semester : First

Subject Title : Surveying

Subject Code : 12324

Teaching & Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
02	--	02	02	50	50#	--	25@	125

NOTE:

$\frac{3}{4}$ **Two tests each of 25 marks to be conducted as per the schedule given by SBTE.**

$\frac{3}{4}$ **Total of tests marks for all theory subjects are to be converted out of 50 and to be entered in mark sheet under the head Sessional Work. (SW)**

Rationale:

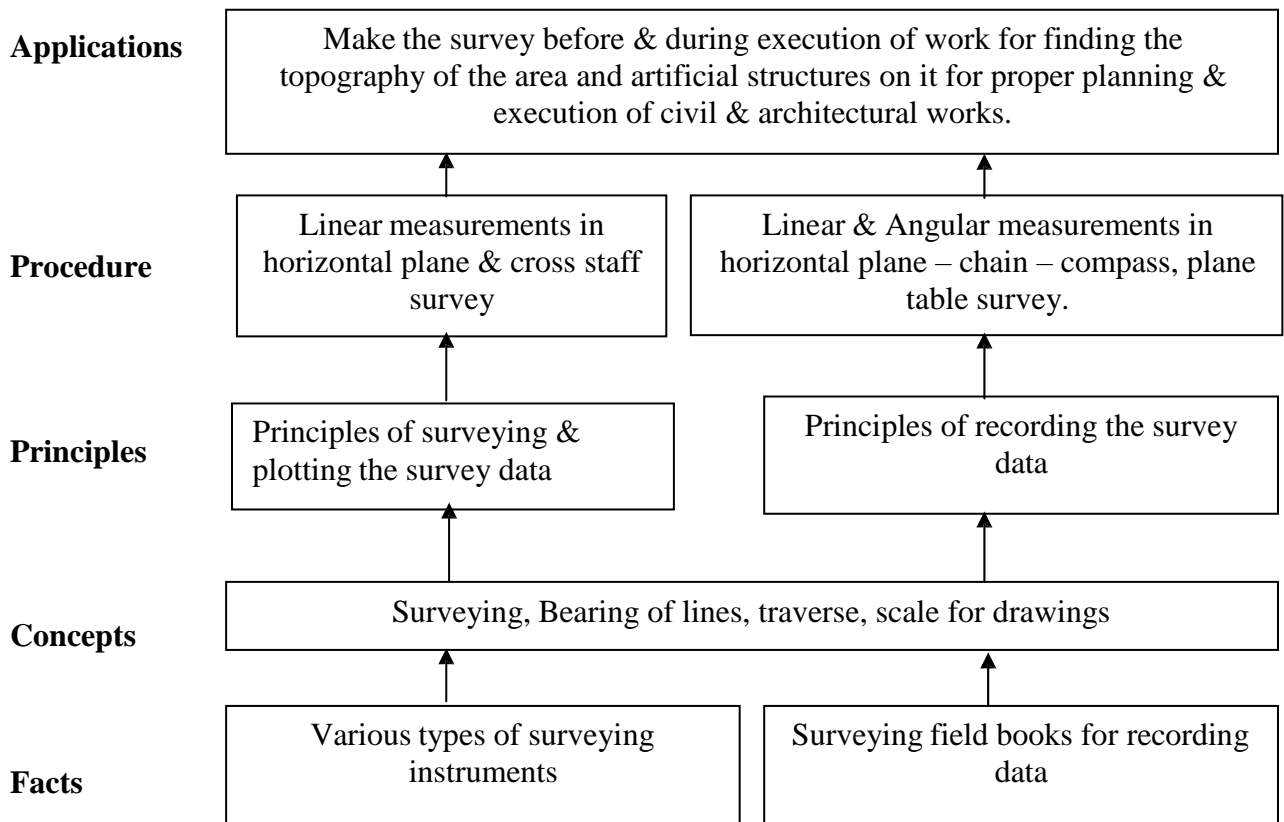
The subject will help the students to understand core facts, concepts, principles & procedures in surveying. It will help to choose appropriate surveying methods depending upon requirement to carry out survey work for building.

Objectives:

The student will be able to: -

- 1) Get the idea of conducting the survey
- 2) Know the various instruments used surveying.
- 3) Find the topography of the area for proper planning, execution of civil & architectural works.

Learning Structure:



Contents: Theory

Chapter	Name of the Topic	Hours	Marks
01	Introduction 1.1 Definition & objects of surveying. 1.2 Tools & equipments such as chain, pegs, arrows, ranging rods, offset rods, cross staff, measuring tapes.	04	08
02	Chain & Cross Staff Survey 2.1 Definitions – baseline, line check line, selection of sections, well & ill conditioned triangles up keep of field book overcoming obstacles 2.2 Ranging - direct & indirect ranging, chaining on sloping ground 2.3 Offsets – perpendicular, swing, oblique – 2.4 Optical Square – its parts & use 2.5 Find area by cross staff survey 2.6 Conventional signs	06	10
03	Compass Surveying 3.1 Prismatic compass, surveyor's compass, 3.2 bearing of lines, angle measurements, magnetic & true bearing, local attraction & its detection and elimination 3.3 Methods of plotting compass survey traverse. Adjustment of closing errors by graphical method. 3.4 Finding true north by Sun's shadow 3.5 Errors in compass survey & how to avoid them. 3.6 Advantages & disadvantages of compass surveying	16	22
04	Plane Table Survey 4.1 Equipments 4.2 Setting up a plane table at station point. 4.3 Methods of plane tabling - Radiation intersection, traversing & resection. 4.4 Orientation & its methods. 4.5 Advantages & disadvantages of plane table surveying	06	10
Total		32	50

Practical:

Skills to be developed:

Intellectual Skills:

- 1) Identify & select suitable Surveying instruments.
- 2) Identify and know the different parts of instruments
- 3) Decide the procedure for setting the instruments

Motor skills:

- 1) Use of safety devices while working
- 2) To make the temporary adjustments of instruments
- 3) Take the reading on the instrument
- 4) Prepare Field book

List of Practical:

- 1) Equipments sketches in field book & information about them
- 2) Direct & reciprocal ranging.
- 3) Cross staff surveying
- 4) Observing F.B. & B.B. & finding out included angles.
- 5) Traverse survey [creation to bearing]
- 6) Methods of radiation
- 7) Methods of intersection

Drawing sheet on following each practical:

- 1) Instruments used in surveying
- 2) Cross staff survey
- 3) Compass traversing
- 4) Radiation method
- 5) Intersection method

Learning Resources:

Books:

Sr No.	Author	Title	Edition	Year of Publication	Publisher & address
01	Kanetkar & Kulkarni	Surveying & Levelling	23 rd	1993	Pune Vidyarthi graha Prakashan, Pune
02	Gajare V.S.	Surveying & Levelling	1 st	1985	Nirali Prakashan, Pune
03	Kolhapure, Mahabal & shah	Surveying & Levelling	1 st	1988	Jeevandeep Prakashan

Course Name : Diploma in Architectural Assistantship

Semester : First

Subject Title : Architectural Graphics – I

Subject Code : 12325

Teaching & Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
02	--	03	04	100	--	--	50@	150

NOTE:

- $\frac{3}{4}$ **Two tests each of 25 marks to be conducted as per the schedule given by SBTE.**
- $\frac{3}{4}$ **Total of tests marks for all theory subjects are to be converted out of 50 and to be entered in mark sheet under the head Sessional Work. (SW)**

Rationale:

This subject is a language of communication. It is core technology subject. It helps students in learning further architectural aspects in different subjects. It describes basic facts, concepts, principles & techniques of drafting in order to visualize and express the ideas.

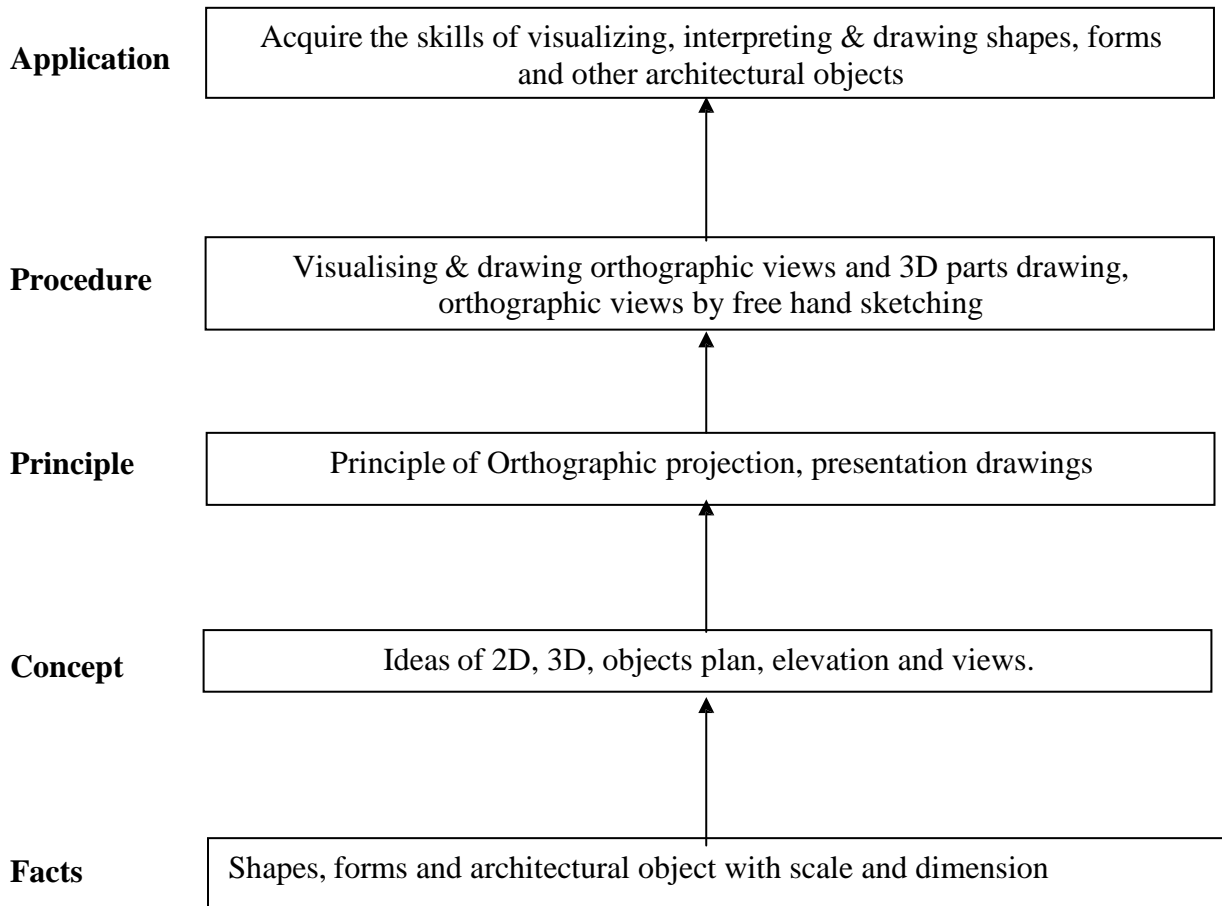
Objectives:

The student will be able to: -

Use different drafting equipments.

- 1) Visualise the objects from 2 Dimensional drawings.
- 2) Draw different geometrical forms.
- 3) Draw scaled drawings.

Learning Structure:



Contents: Theory

Chapter	Name of the Topic	Hours	Marks
01	Drawing Equipments and Drafting standards 1.1 Use of drafting equipment & drafting methods 1.2 Use of pencil, different inks, ink pens 1.3 Drawing Lines in pencils and ink pens 1.4 Composition of lines	04	04
02	Geometrical constructions 2.1 Definition of solids 2.2 Subdivision of lines & polygons 2.3 Geometrical construction of square, rectangle, polygons 2.2 Geometrical construction of circle, hyperbola, parabola & ellipse	08	16
03	Plane and solid Geometry (First Angle method only) 3.1 Projection of points, lines and plane figures. 3.2 Development of solids 3.3 Projection of solids 3.4 Section by Horizontal, Vertical and inclined plane. 3.5 True shape of section	10	40
04	Scaled Drawing (First Angle method only) 4.1 Techniques of drafting, dimensioning, metric scale, construction of plain, diagonal scale and their use in practice 4.2 Orthographic projection, furniture measuring and drawing at different scale 4.3 Orthographic Sectional views 4.4 Conventional signs and symbols for different building materials in section & door, windows in plan.	10	40
Total		32	100

Practical:

Skills to be developed:

Intellectual skills:

- 1) To attain the skill of drafting and development of different solids
- 2) To know the various types of geometrical forms
- 3) To know the method of Orthographic projection

Motor skills:

- 1) To use different pencils & ink pens wherever necessary.
- 2) To use drafting instruments
- 3) To draw different projections.

List of Practical:

- 1) One full imperial drawing sheets on chapter 01
- 2) Two full imperial drawing sheets on chapter 02
- 3) Three full imperial drawing sheets on chapter 03
- 4) Two full imperial drawing sheets on chapter 04

Note:

It is expected that the subject should be taught by architect only.

Learning Resources:

Books:

Sr. No.	Author	Title	Publisher & address
01	Bhat N.D.	Engineering Drawing	Charotar Pubilcation House Anand
02	Shah, Kale, Patki	Building Drawing	Tat Mc – Graw Hill co. Ltd, New Delhi
03	B.I.S.	Code of practice for Architectural & Building Drawing I.S. –962 – 1967	B.I.S.Delhi

Course Name : Diploma in Architectural Assistantship

Course Code : AA

Semester : First

Subject Title : Architectural Drawing – I

Subject Code : 12326

Teaching & Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
01	--	04	--	--	--	--	50@	50

Rationale:

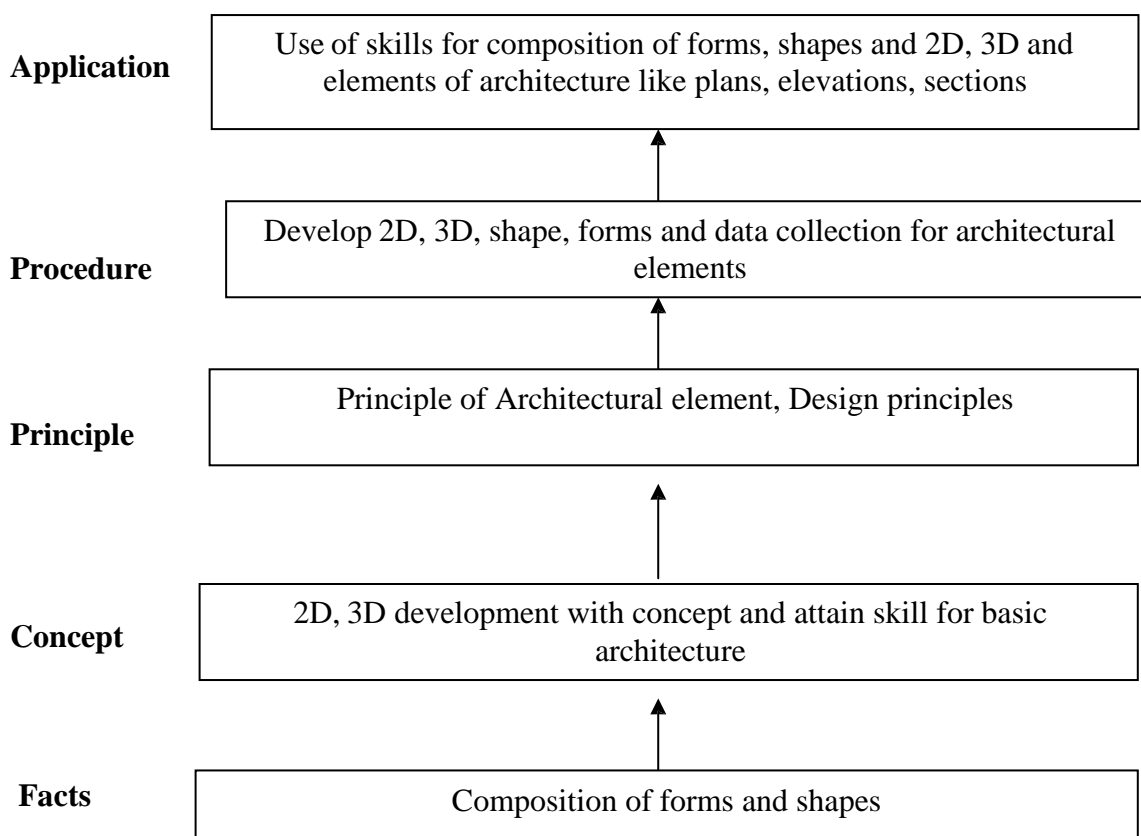
Architectural drawing is basics of architecture. It prepares the student to become good architectural assistant. It helps him in learning further aspects of architectural drawings.

Objectives:

The student will be able to: -

1. Learn architectural techniques in drawings.
2. Learn Basics in planning.
3. Compose 2D & 3D drawings.
4. Convert 2 dimensional views into 3 dimensional views & vice versa.

Learning Resources:



Contents: Theory

Chapter	Name of the Topic	Hours
01	Drawing Techniques	04
	1.1 Use of Architectural instruments	
	1.2 Use of pencil- tones – texture 1.3 Use of colour- tones – texture	
02	Lettering	04
	2.1 free hand lettering small/capital	
	2.2 lettering with drafting instrument 2.3 lettering with colours	
03	Composition of 2D & 3D	08
	3.1 Composition of 2D surfaces in tone, colours and textures	
	3.2 Principles of design	
	3.3 Elements of design	
	3.4 Composition of 3D surfaces 3.5 Problems based on principles & elements of Architecture	
Total		16

Practical:

Skills to be developed:

Intellectual skills:

- 1) To know about drafting equipments and their uses
- 2) Use of pencils, colours
- 3) Development of 2D to 3D or 3D to 2D views

Motor skills:

- 1) Handle different drafting equipments
- 2) Make composition of different forms
- 3) Use different colour schemes
- 4) Make use of scales

List of Practical:

- 1) Two Full Imperial sheets on Chapter 01
- 2) Three Full Imperial sheets on Chapter 02
- 3) Three Full Imperial sheets on Chapter 03

Learning Resources:

Books:

Sr. No.	Author	Title	Publisher & address
01	V.S.Parmar	Design fundamentals in Architecture	Somaiyya Publication, Mumbai
02	Robert Gill	Rendering with Pen and Ink	Thames & Hudson, London
03	Gajanan Bhagwat & A.Desia	Visual Art and Basic Study	Somaiyya Publication, Mumbai

Course Name : Diploma in Architectural Assistantship

Semester : First

Subject Title : Visual Drawing - I

Subject Code : 12327

Teaching & Examination Scheme:

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
02	--	02	--	--	50@	--	--	50

Rationale:

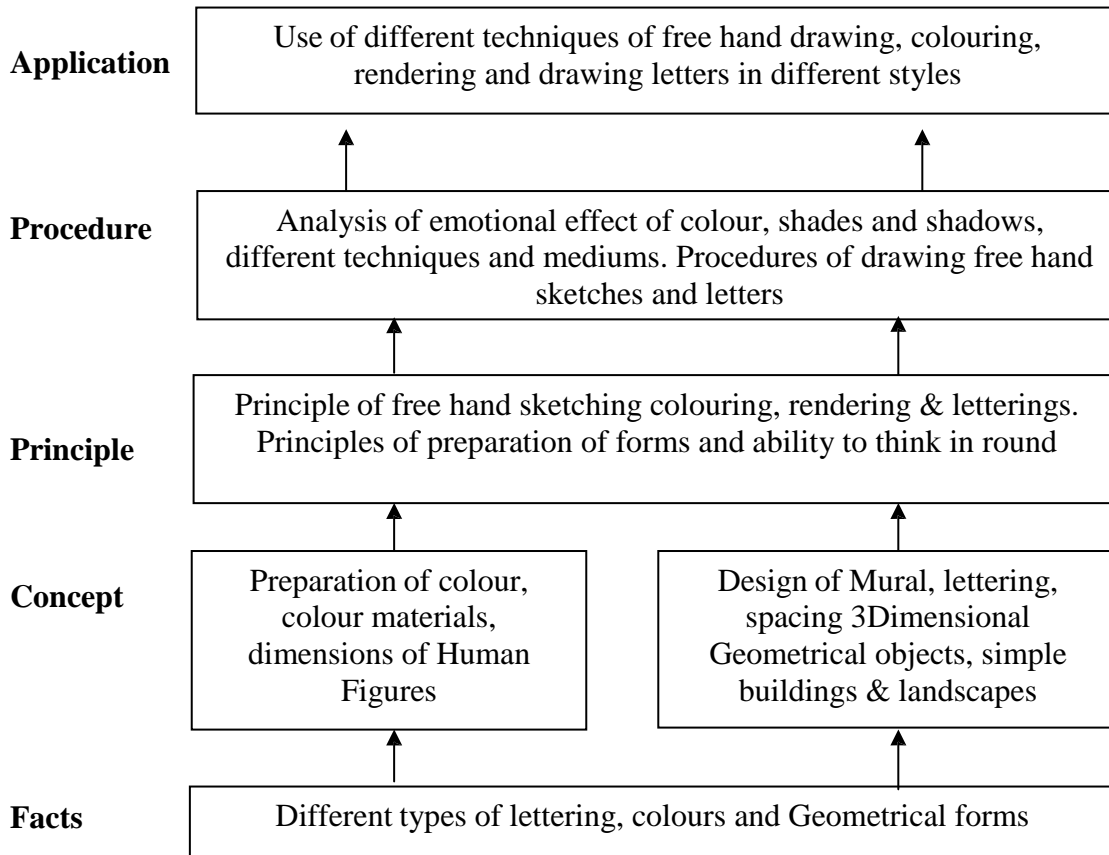
This subject will help the students to understand the facts, concepts and techniques of colouring, rendering and Free hand sketching. It will also help to understand the graphic language of communication.

Objectives:

The student will be able to: -

- 1) Analyse emotional effect of colours, shades and shadows.
- 2) Know procedures of drawing, free hand sketches & letters.
- 3) Principles and preparation of form & ability to think in round.
- 4) Design of mural.
- 5) Design two & three dimensional geometrical objects.
- 6) Sketch simple building landscape.

Learning Structure:



Contents: Theory

Chapter	Name of the Topic	Hours
1	Fundamentals Of Art 1.1 Line and its meaning - Thick & Thin line, Vertical & Horizontal line, slop line, Cross line, Rhythm & Circular line 1.2 Forms - Geometrical, Decorative, Abstract, Natural, Ornamental 1.3 Tone Lights and Shades 1.4 Colours 1.5 Textures 1.6 Composition	04
2	Elements of Design 2.1 Repetition 2.2 Alternation 2.3 Radiation 2.4 Proportion 2.5 Balance 2.6 Rhythm For use in Grill design, door design & Glass design i) Gate with gate pillar lanterns over ii) Hand rail with Balustrades, M.S. & W.I. iii) Concrete, stone, marble Jali iv) Compound wall, railings, windows grill v) Veranda railings (Porch)	14
3	Simple Geometrical surfaces 3.1 Two dimensional surfaces 3.2 Geometrical object, set of object shades and shadows	06
4	Lettering 4.1 Roman 4.2 Gothic	08
Total		32

Practical:

Skills to be developed:

Intellectual Skills:

- 1) To know the types of lines
- 2) To identify the various forms from the figures
- 3) To identify the types of letters from their appearance

Motor Skills

- 1) To apply the various types of lines
- 2) To apply the different forms for designing doors, grills and glasses
- 3) To label the drawings with appropriate letterings

List of Practical:

Grill and Door design	-	02 sheets
Lettering	-	03 sheets
Three Dimensional objects	-	01 sheet

Note:

This subject should be taught by Art Teachers (Art Master) only

Learning Resources:

Books:

Sr. No.	Author	Title	Publishers & Address
01	Ross F. George	Speedball text book Lettering poster design for pen & brush	Thames & Hudson, London
02	Jagtap, Telang	Rang siddhant (Marathi & English Edition)	Jagtap Publication, Pune
03	Robert Gill	Rendering (With Pen & Ink)	Thames & Hudson, London
04	Milind Mullik	Perspective	Jyotsna Prakashan
05	Milind Mullik	Opeque	Jyotsna Prakashan
06	Shivaji Tupe	Sketch Book	Jyotsna Prakashan

Course Name : Diploma in Architectural Assistantship**Semester : First****Subject Title : Computer Fundamentals****Subject Code : 12006****Teaching & Examination Scheme:**

Teaching Scheme			Examination Scheme					
TH	TU	PR	PAPER HRS.	TH	PR	OR	TW	TOTAL
--	--	04	--	--	50* #	--	25@	75

Rationale:

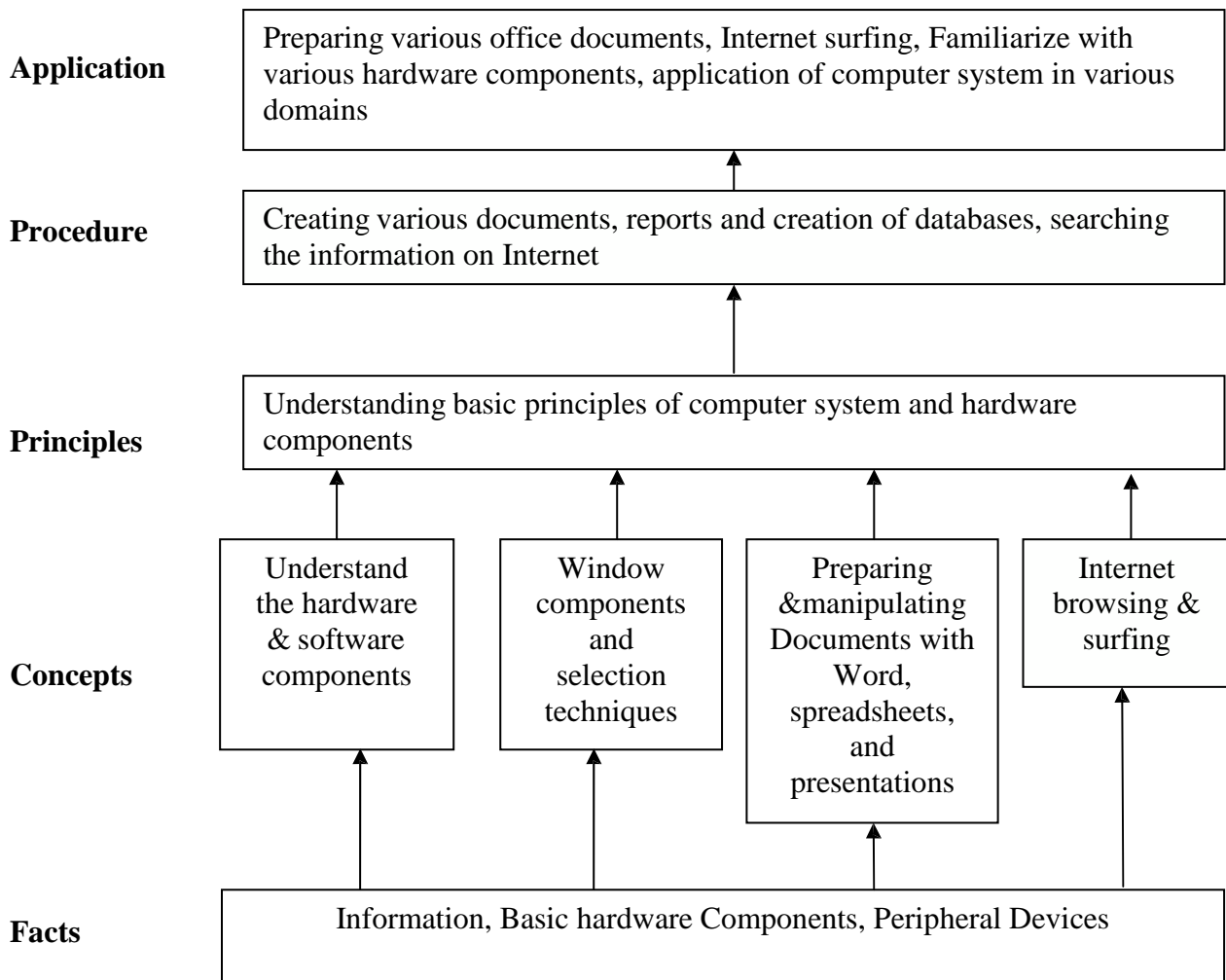
Computer plays an important role in human lives. The primary purpose of using a computer is to make life easier. It is a gateway to a wonderful world of information and various applications. Computers have established an indispensable part in a business, academics, defense, budgeting, research, engineering, and medicine, space. This subject introduces the fundamentals of computer system focusing various hardware and software components. It also provides biblical worldview regarding computer ethics by means of Internet.

Objectives:

Students will be able to:

1. Understand a computer system that has hardware and software components, which controls and makes them useful.
2. Understand the operating system as the interface to the computer system.
3. Use the basic functions of an operating system.
4. Set the parameter required for effective use of hardware combined with and application software.
5. Compare major OS like Linux and MS-Windows
6. Use file managers, word processors, spreadsheets, presentation software's and Internet.
7. Have hands on experience on operating system and different application software
8. Use the Internet to send mail and surf the World Wide Web.

Learning Structure:



Contents:

Note: Contents of theory are to be taught in practical period

Chapter	Name of the Topic
01	Fundamentals Of Computer Introduction Components of PC The system Unit Front part of system Unit Back part of system Unit CPU Memory of computer Monitor Mouse, Keyboard Disk, Printer, Scanner, Modem, Video, Sound cards, Speakers
02	Introduction To Windows 2000/Xp Working with window Desktop Components of window Menu bar option Starting window Getting familiar with desktop Moving from one window to another Reverting windows to its previous size Opening task bar buttons into a windows Creating shortcut of program Quitting windows
03	GUI Based Editing, Spreadsheets, Tables & Presentation Application Using MS Office 2000 & Open Office.Org Menus Opening, menus, Toolbars, standard toolbars, formatting toolbars & Closing Quitting Document, Editing & designing your document Spreadsheets Working & Manipulating data with Excel Changing the layout Working with simple graphs Presentation Working With PowerPoint and Presentation
04	Introduction To Internet What is Internet Equipment Required for Internet connection Sending &receiving Emails Browsing the WWW Creating own Email Account Internet chatting
05	Usage of Computer System in various Domains Computer application in Offices, books publication data analysis, accounting, investment, inventory

	control, graphics, database management, Instrumentation, Airline and railway ticket reservation, robotics, artificial intelligence, military, banks, design and Research work, real-time, point of sale terminals, financial transaction terminals.
06	Information technology for benefits of community Impact of computer on society Social responsibilities Applications of IT Impact of IT Ethics and information technology Future with information technology

Practical:

Sr. No.	List Of Practical
01	Working with Windows 2000 desktop, start icon, taskbar, Recycle Bin, My Computer Icon, The Recycle Bin and deleted files Creating shortcuts on the desktop, The Windows Explore
02	The Windows 2000 accessories WordPad – editing an existing document Use of Paint – drawing tools The Calculator, Clock
03	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
04	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
05	Moving through a Word document menu bar and drop down menus toolbars
06	Entering text into a Word 2000 document, selection techniques Deleting text
07	Font formatting keyboard shortcuts
08	* Paragraph formatting Bullets and numbering
09	* 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 2000 Print setup Printing options Print preview
12	* Development of application using mail merge Mail merging addresses for envelopes

	Printing an addressed envelope and letter
13	Creating and using macros in a document
14	* Creating and opening workbooks Entering data
15	Navigating in the worksheet Selecting items within Excel 2000 Inserting and deleting cells, rows and column Moving between worksheets, saving worksheet, workbook
16	Formatting and customizing data
17	Formulas, functions and named ranges
18	Creating, manipulating & changing the chart type
19	Printing, Page setup, Margins Sheet printing options, Printing a worksheet
20	* Preparing presentations with Microsoft Power Point. Slides and presentations, Opening an existing presentation, Saving a presentation
21	Using the AutoContent wizard, Starting the AutoContent wizard Selecting a presentation type within the AutoContent wizard Presentation type Presentation titles, footers and slide number
22	* Creating a simple text slide Selecting a slide layout Manipulating slide information within normal and outline view Formatting and proofing text Pictures and backgrounds Drawing toolbar AutoShapes Using clipart Selecting objects Grouping and un-grouping objects The format painter
23	* Creating and running a slide show Navigating through a slide show Slide show transitions Slide show timings Animation effects
24	* Microsoft Internet Explorer 5 & the Internet Connecting to the Internet The Internet Explorer program window The on-line web tutorial Using hyper links Responding to an email link on a web page
25	Searching the Internet Searching the web via Microsoft Internet Explorer Searching the Internet using Web Crawler Searching the Internet using Yahoo Commonly used search engines
26	Favorites, security & customizing Explorer Organizing Favorite web sites

	Customizing options – general, security, contents, connection, programs, advanced
27	* Using the Address Book Adding a new contact Creating a mailing group Addressing a message Finding an e-mail address
28	Using electronic mail Starting Outlook Express Using the Outlook Express window Changing the window layout Reading file attachment Taking action on message-deleting, forwarding, replying
29	* Email & newsgroups Creating and sending emails Attached files Receiving emails Locating and subscribing to newsgroups Posting a message to a newsgroup
30	Chatting on internet Understanding Microsoft chat environment Chat toolbar

Note: Term work will include printout of Exercises of practical marked with Asterisks (*)

Learning Resources:

Books:

Sr. No.	Author	Title	Publisher & address
01	Vikas Gupta	Comdex Computer Course Kit	Dreamtech
02	Henry Lucas	Information Technology for Management	Tata Mc-Graw Hills
03	B.Ram	Computer Fundamentals Architecture and Organisation	New Age International Publisher