E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI – 14.
(An Autonomous Institution – Affiliated to Madurai Kamaraj University)
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TANSCHE-CBCS with OBE

DEPARTMENT OF COMPUTER SCIENCE-UG
COURSE STRUCTURE-SEMESTER WISE
(w.e.f.2023 – 2024 Batch Onwards)

DIPLOMA COURSE IN INFORMATION & COMPUTER TECHNOLOGY

Contact Hours:90
Credits:2

Sem	Sub Code	Title of the paper	Duration of Exam in Hrs	Marks Allotted		
				Int	Ext	Total
I	23CSD1	Advanced Excel	3	25	75	100
	23CSD1P	Advanced Excel Lab	3	40	60	100
II	23CSD2	Web Designing	3	25	75	100
	23CSD2P	Web Designing Lab	3	40	60	100

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DIPLOMA COURSE IN INFORMATION & COMPUTER TECHNOLOGY

Title of the Paper : **Advanced Excel**
Semester : **I**
Sub Code : **23CSD1**

Objective:

To enhance the analytical and complex data management skills of learners by delving into the deeper functionalities of Excel.

Unit-I

Basics of Excel- Customizing common options- Absolute and relative cells- Protecting and un-protecting worksheets and cells- Working with Functions - Writing conditional expressions - logical functions - lookup and reference functions- VlookUP with Exact Match, Approximate Match- Nested VlookUP with Exact Match- VlookUP with Tables, Dynamic Ranges- Nested VlookUP with Exact Match- Using VLookUP to consolidate Data from Multiple Sheets

Unit- II

Data Validations - Specifying a valid range of values - Specifying a list of valid values- Specifying custom validations based on formula - Working with Templates Designing the structure of a template- templates for standardization of worksheets - Sorting and Filtering Data - Sorting tables- multiple-level sorting- custom sorting- Filtering data for selected view - advanced filter options- Working with Reports Creating subtotals- Multiple-level subtotal.

Unit- III

Creating Pivot tables: Formatting and customizing Pivot tables- advanced options of Pivot tables- Pivot charts- Consolidating data from multiple sheets and files using Pivot tables- external data sources- data consolidation feature to consolidate data- Show Value As % of Row, % of Column,

Running Total, Compare with Specific Field- Viewing Subtotal under Pivot- Creating Slicers.

Unit -IV

More Functions Date and time functions- Text functions- Database functions- Power Functions - Formatting Using auto formatting option for worksheets- Using conditional formatting option for rows, columns and cells- What If Analysis - Goal Seek- Data Tables- Scenario Manager.

Unit -V

Charts - Formatting Charts- 3D Graphs- Bar and Line Chart together- Secondary Axis in Graphs- Sharing Charts with PowerPoint / MS Word, Dynamically- New Features of Excel Sparklines, Inline Charts, data Charts- Overview of all the new features.

Text Book:

Stephen Moffat (2011), *Excel 2010 Advanced*, The Mouse Training Company & Ventus Publishing ApS

Chapters:

Unit-I	: 1
Unit-II	: 3
Unit-III	: 4
Unit-IV	: 5
Unit-V	: 6, 7

Reference Books:

1. Greg Harvey(2019), *Excel 2019 All-in-One for Dummies*, , 1st edition
2. Dinesh Maidasani, *MS Office 2000*, Laxmi Publications Pvt Ltd,New Delhi, 2nd Edition, 2007.
3. Eric Ladd,Jim o' Donnel,*Using HTML,XML and JAVA*, Prentice Hall of India, New Delhi,2nd Edition,1999.

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DIPLOMA COURSE IN INFORMATION & COMPUTER TECHNOLOGY

Title of the paper   : **Advanced Excel Lab**
Semester   : **I**
Sub Code   :**23CSD1P**

PROGRAM LIST

1. Excel Basics

2. Basic calculations

3. Charts

4. Pivot tables

5. Conditional functions

6. IF functions

7. Lookup functions

8. Conditional formatting

9. Sorting lists

10. Filtering lists

11. Drop-down lists

12. OFFSET function

13. Dynamic charts

14. Using combo boxes to create dynamic charts

15. Using check boxes to create dynamic charts

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DIPLOMA COURSE IN INFORMATION & COMPUTER TECHNOLOGY

Title of the Paper	**: Web Designing**
Semester	**: II**
Subject Code	**:23CSD2**

Objective:

To create awareness in Internet and HTML Documents and establish adequate formatting for web designing purposes.

Unit-I:

Introduction: What is the Internet? – History of the Internet – Internet Services and Accessibility – Uses of the Internet – Protocols – Web Concepts – Internet Standards.

Unit-II:

Internet Protocols: Introduction – Internet Protocols – Host Names – Internet Applications and Application Protocols: Datagram (Message Oriented) Vs Stream - Trivial File Transfer Protocol(TFTP) – FTP-File Transfer Protocol – Telnet(a generic TCP Client) – HTTP (Hyper-Text Transfer Protocol).

Unit – III:

The Document Head: Inside the Head – Document Title – Meta Information – Character Encoding – Search-Engine Meta Data – Custom Meta Data – Adding Scripts – Adding Style Sheets – Linking Resources.**Body Text Content:**The Document Body – Content in Paragraphs – Forcing Line Breaks – Quotes and Blockquotes – Headings – Emphasising Text – Text Formatting – Preformatted Text – Subscript and Superscript – Contact Address – Displaying Code in Text – Advisory Tags – Delete and Insert. **Lists and Entities:** Unordered Lists - Bullet Point Styles – Ordered Lists – Numbering Styles – Definition Lists – Horizontal Rule – Character Entities.

Unit – IV:

Making Tables: A Simple Table – Formatting Cells – Positioning the Table – Adding Rows – Spanning Rows – Spanning Columns – Header and Footer – Cell Content Alignment – Cell Style – Table Frame and Rules – Grouping Columns – Column Widths – Summary Attribute. **Hyperlinks and Anchors:** Creating Hyperlinks – Following Links – Fragment Anchors – Link to Element – Link Title Tooltip – Link to Protocol – Images as Hyperlinks – Image Map Hyperlinks – Mapping Coordinates.

Unit – V:

Using Frames: The Frameholder Document –Two-Column Frameset – Two-Row Frameset – Nested Frameset – Frame Appearance - Frame Targets – Alternative Content **Creating Forms:**A Simple Form –Submission Information – Text Inputs – Password Inputs – Checkboxes – Radio Buttons –File Inputs – Hidden Inputs – Push Buttons – Reset Buttons – Submit Buttons – Image Submit Button – Buttons with Graphics – Using Labels – Text Areas – Tab Order – Selection Menus – Grouping Menus – Grouping Form Fields.

Text Books:

1. N.P. Gopalan and J. Akhilandeswari - *Web Technology : A Developer's Perspective,*PHI Learning Private Limited, New Delhi, 2010.

Chapters:

Unit - I : 1.1 to 1.7

Unit -II : 2.1 to 2.3, 2.4.1 to 2.4.5

2. Mike Mcgrath , *HTML 4 in easy steps*, Dreamtech Press, New Delhi, 2007.

Chapters:

Unit - III: 2, 3, 5

Unit - IV: 6, 7

Unit - V : 9, 10

Reference Books:

1. Deitel & Deitel , Goldberg , *Internet and World Wide Web How to Program*, Pearson Education , 3rd Edition , 2005

2. Eric Ladd , Jim O' Donnel , *Using HTML 4 , XML and JAVA* , Prentice Hall of India , 2nd Edition , 1999.

3. Greg Robertson and Tim Altom, *Hands on HTML*, First Edition, BPB Publications, 1st Edition,2007.

4. Lokesh Vats, Parikshit Rawat , *Web Designing*, Cyber tech Publications

5. Rajkamal , *Web Technology*, Tata McGraw-Hill, 3rd Edition , 2001.

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DIPLOMA COURSE IN INFORMATION & COMPUTER TECHNOLOGY

Title of the Paper : Web Designing Lab
Semester : II
Sub Code : 23CSD2P

PROGRAM LIST

1. Preliminary tags

2. Linking web pages through image & text

3. Lists

4. Table

5. Forms

6. Frames

7. Hyperlink

8. Entities

9. Canvas

10. DHTML