CSSR & SRRM DEGREE & PG COLLEGE
(Autonomous)

Kamalapuram - 516289, Kadapa, A.P.

Academic Year: 2024-2025
Board of Studies
Minutes of the Meeting-II
(Virtual)

Department of Computer Science & Applications

Dated: 24/12/2024

CONTENTS

ESTD : 1992

CSSR & SRRM DEGREE & PG COLLEGE

AUTONOMOUS

Re-Accredited by NAAC with A Grade

Permanently Affiliated to Yogi Vemana University

Recognized Under 2(f) & 12(B) of UGC Act 1956

ISO 9001:2015

13/521, Reddy Colony, Kamalapuram-516 289, Kadapa Dist. A.P.

Date: 19/12/2024

To
The Members of BoS
Department of Computer Science & Applications

Respected Sir/Madam,

Sub: Board of Studies Meeting – Regards

CSSR & SRRM Degree & PG College (A), Kamalapuram, Department of Computer Science & Applications the Board of Studies 2nd Meeting is scheduled to be held virtual on 24/12/2024 from 2:30 PM. Hence i request all the members are requested to attend the meeting without fail.

Google Meet link:

Video call link: https://meet.google.com/vjt-tsyu-ivm

Copy To:

All Members of BoS

File

CHAIRMAN
BOARD OF STUDIES
Department of Computer Science & Applications
CSSR & SRRM Degree & PG College
Autonomous
Kamalapuram, YSR

AGENDA

1. To approve the syllabus for the II[nd] semester for I B.Sc. Honours (Computer Science) & I B. Com Honours (Computer Applications) for II Semester & Skill Course for other UG Courses.
2. To approve the course structure, Continuous Internal Assessment **(CIA)**, Practical Examinations, and Semester End Examination **(SEE)** Patterns for the papers.
3. To approve course outcomes, revised syllabus, Blue Print, Model Question Paper, for

   Problem Solving Using C & Digital Logic Design (Major Paper) for I Year, Semester -II, B.Sc. Honours (Computer Science) in the academic year 2024-25.

   Office Automation Tools (Major Paper) for I Year, Semester-II, B.Com. Honours (Computer Applications) in the academic year 2024-25.

   Digital Literacy (Skill Course) for I Year, Semester-II all UG Courses BA/B.COM/BSc/BBA in the academic year 2024-2025.

4. The approve minor paper for I B.Sc. Honours (Computer Science)
5. To approve other academic activities of the department.
6. The department proposed to give additional value-added courses.
7. The department decided to enhance research activities.
8. Any discussions with approval of the chair.

1)
2) Aravi
3)
4) G. Raj Kumar.

RESOLUTIONS

In BoS meeting, all the panel members have discussed and unanimously approved the following agendas:

1. The Members of BoS Unanimously discussed and made some modifications in the syllabus of Problem-Solving Using C & Digital Logic Design for I B.Sc. (Computer Science) in II semester a mentioned below.

The approved modified syllabus by the BoS panel members is:

Sl. No.	Semester, Group & Title of the Paper	Modifications	Remarks
1	B.Sc. Computer Science-Semester -II, Major Paper- **Problem Solving Using C**	**UNIT V:** Added the new topics: **Files:** Introduction to Files – Using Files in C – Reading Data from Files – Writing Data from Files – Detecting the End-of-file – File input / output functions-Sequential Access and Random-Access Functions-Error Handling during File Operations – Accepting Command Line Arguments.	Files Concepts was introduced in **Unit V,** Because for Uploading & Modifying the data presented in file should be learned by students and used for data analytics.
2.	B.Sc. Computer Science-Semester -II, Major Paper- **Digital Logic Design**	**UNIT III:** Added the new topic Comparators-Comparators IC-Applications of Comparator	Comparators was introduced in Unit-III. The students can get knowledge on analog-to-digital converters (ADCs) as well as to compare the magnitude relationship of two voltages or signals

2. The Members approved the course structure, Continuous Internal Assessment, and Semester End Pattern, course outcomes, Blue Print, Model Question Paper for the subjects/papers.
3. The Members approved the modified blue print for the Digital Literacy skill Course Paper.
4. The members of panel unanimously approved the minor subject is Applied Mathematics for BSc Honours Computer Science.
5. The panel members have praised for organizing FDP and encouraged to conduct more academic activities like STTP, Conferences and National Seminars.
6. The members of BoS Suggested to give additional value added addon Courses for Students
7. The members of BoS advised to conduct more research activities.

1)
2)
3)

Course Structure

ear	Semester & Group	Course Code	Title of Paper	No. Hours/ week	Credits	CIA	SEE	Total
I	II B.Sc. Honours (Computer Science)	CS201	Problem Solving Using C (T)	3	3	30	70	100
		CS201P	Problem Solving Using C (P)	2	1	-	50	50
		CS202	Digital Logic Design (T)	3	3	30	70	100
		CS202P	Digital Logic Design (P)	2	1	-	50	50
I	II B. Com Honours (Computer Applications)	COM202	Office Automation Tools (T)	3	3	30	70	100
		COM202P	Office Automation Tools (T)	2	1	-	50	50
I	II B. A/B.Com/BBA/B.SC	SC202	Digital Literacy	2	2	-	50	50

1) My
2) Aeeva
3) ~~HH~~
4) G. Rajkumar.

I B.Sc. Honours (Computer Science)

Semester-II

Title of the Paper: Problem Solving using C

Syllabus

Course Objectives

1. To explore basic knowledge on Programming Languages.
2. Learn how to solve common types of computing problems.
3. Learn to map problems to programming features of C.
4. Learn to write good portable C programs.

Course Outcomes

Upon successful completion of the course, a student will be able to:

CO 1: Understand the working of Fundamental constructs of Programming.

CO 2: Analyze and develop a solution to a given problem with suitable control structures.

CO 3: Apply the derived data types in program solutions.

CO 4: Use the file concepts for real time programming languages.

CO 5: Apply the Dynamic Memory Management for effective memory utilization.

UNIT-I

Fundamentals of C: History of C, Features of C, C Tokens-variables and keywords and identifiers, constants and Data types, Rules for constructing variable names, Operators, Structure of C program, Input /output statements in C-Formatted and Unformatted I/O

Control statements: Decision making statements: if, if else, else if ladder, switch statements. Loop control statements: while loop, for loop and do-while loop. Jump Control statements: break,continue and goto.

UNIT-II

Derived data types in C: Arrays: One Dimensional arrays - Declaration, Initialization and Memory representation; Two Dimensional arrays -Declaration, Initialization and Memory representation.

Strings: Declaring & Initializing string variables; String handling functions, Character handling functions

UNIT-III

Functions: Function Prototype, definition and calling. Return statement. Nesting of functions. Categories of functions. Recursion, Parameter Passing by address & by value. Local and Global variables. **Storage classes**: automatic, external, static and register.

Pointers: Pointer data type, Pointer declaration, initialization, accessing values using pointers. Pointer arithmetic. Pointers and arrays, pointers and functions.

UNIT-IV

Dynamic Memory Management: Introduction, Functions-malloc, calloc, realloc, free **Structures:** Basics of structure, structure members, accessing structure members, nested structures, array of structures, structure and functions, structures and pointers. **Unions** - Union definition; difference between Structures and Unions.

UNIT V

Files: Introduction to Files – Using Files in C – Reading Data from Files – Writing Data from Files – Detecting the End-of-file – File input / output functions-Sequential Access and Random Access Functions-Error Handling during File Operations – Accepting Command Line Arguments.

Prescribed Text Books:

1. E. Balagurusamy, "Programming in ANSI C", Tata McGraw Hill, 6th Edn, ISBN-13: 978-1-25-90046-2
2. Herbert Schildt, —Complete Reference with C, Tata McGraw Hill, 4th Edn., ISBN- 13: 9780070411838, 2000
3. Computer fundamentals and programming in C, REEMA THAREJA, OXFORDUNIVERSITY PRESS

Reference Books

1. E Balagurusamy, Computing Fundamentals & C Programming – Tata McGraw-Hill, Second Reprint 2008, ISBN 978-0-07-066909-3.
2. Ashok N Kamthane, Programming with ANSI and Turbo C, Pearson Edition Publ, 2002.
3. Henry Mullish & Huubert L.Cooper: The Spirit of C An Introduction to modern Programming, Jaico Pub. House,1996.
4. Y kanithkar, let us C BPB, 13 th edition-2013, ISBN:978-8183331630,656 pages.

Suggested Activities:

Unit 1: Activity: Quiz on computer hardware and software concepts Evaluation Method: Objective-based quiz assessing knowledge and understanding

Unit 2: Activity: Problem-solving using Decision-Making Statements Evaluation Method: Correctness of decision-making logic

Unit 3: Activity: Array and String Program Debugging Evaluation Method: Identification and correction of errors in code

Unit 4: Activity: Pair Programming Exercise on Functions Evaluation Method: Collaboration and Code Quality

Unit 5: Activity: Structured Programming Assignment Evaluation Method: Appropriate use of structures and nested structures

1)
2) Aleeva
3)
4) G. Rajkumar.

I B.Sc. Honours (Computer Science)

Semester-II

Problem Solving using C (Practical)

Syllabus

List of Experiments

1. A. Write a program to calculate simple & compound interest

   B. Write a C program to interchange two numbers.

2. Find the biggest of three numbers using C.

3. Write a c program to find the sum of individual digits of a positive integer.

4. A Fibonacci sequence is defined as follows: the first and second terms in the sequence are 0 and 1. Subsequent terms are found by adding the preceding two terms in the sequence.

5. Write a C program to check whether a number is Armstrong or not.

6. Write a C program to generate all the prime numbers between 1 and n, where n is a value supplied by the user.

7. Write a C program that implements searching of given item in given list

8. Write a C program that uses functions to perform the following: Addition of two matrices. Multiplication of two matrices.

9. Write a program for concatenation of two strings.

10. Write a program for length of a string with and without String Handling functions

11. Write a program to demonstrate Call by Value and Call by Reference mechanism

12. Write a Program to find GCD of Two numbers using Recursion

13. Write a c program to perform various operations using pointers.

14. Write a c program to read data of 10 employees with a structure of 1. Employee id 2.Aadhar no, 3.title, 4.joined date, 5.salary, 6.date of birth, 7.gender, 8.department.

15. Write a Program to demonstrate dynamic arrays using Dynamic Memory Management functions.

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I B.Sc. Honours (Computer Science)

Semester-II

Title of the Paper: Problem Solving using C

Time: 3 Hours

BLUE PRINT

Max Marks: 70

SECTION-A

Answer any Five questions. Each question carries 4 Marks. 5×4 = 20 M

Topics	Questions Given	Allotted Marks
UNIT-1	1	4
	2	
UNIT-2	3	4
	4	
UNIT-3	5	4
	6	
UNIT-4	7	4
	8	
UNIT-5	9	4
	10	

SECTION-B

Answer ALL the Questions. Each question carries 10 Marks. 5×10 = 50 M

Topics	Questions Given	No. of Questions to be Answered	Allotted Marks
UNIT-1	11	1	10
	12		
UNIT-2	13	1	10
	14		
UNIT-3	15	1	10
	16		
UNIT-4	17	1	10
	18		
UNIT-5	19	1	10
	20		

1) My
2) Sreevani
3) PSR
4) G. Rajkumar

I B.Sc. Honours (Computer Science)

Semester-II

Title of the Paper: Problem Solving using C

MODEL QUESTION PAPER

Time: 3 Hours **Max Marks: 70**

Section-A

Answer **any FIVE** questions. Each Question Carries 4 Marks (5 X 4= 20 M)

1. Explain flowchart with example.
2. Explain nested if with examples.
3. Write a c program using array.
4. Define String? How can you initialize.
5. Discuss about Local and global variable.
6. Define Pointer? How can you initialize
7. Explain about malloc () in C with example
8. Difference between structure and union
9. Define File? Discuss the types of files.
10. Explain about file input functions.

Section-B

Answer **All questions.** Each Question Carries 10 Marks (5 X 10= 50 M)

11. Define operator? Explain different types of operators in C with example.

(OR)

12. Distinguish between while loop and do-while loop with example

13. What is an Array? Explain different types of array

(OR)

14. Discuss about the string handling functions

15. What is function prototype? Discuss about function prototype with example.

(OR)

16. Discuss about the storage classes in C.

17. Explain about array of structure with program

(OR)

18. Discuss about Dynamic memory management in C.

19. Explain about how to write and read a file with example

(OR)

20. Write about Error Handling during File Operations

1)

2) Aravan.

3)

4)

I B.Sc. Honours (Computer Science)

Semester-II

Title of the Paper: Digital Logic Design

Syllabus

Course Objectives

To familiarize with the concepts of designing digital circuits.

Course Outcomes

Upon successful completion of the course, the students will be able to

CO 1: Understand how to Convert numbers from one radix to another radix and perform arithmetic operations

CO 2: Simplify Boolean functions using Boolean algebra and k- maps

CO 3: Design adders and subtractors circuits

CO 4: Design combinational logic circuits such as decoders, encoders, multiplexers and demultiplexers.

CO 5: Use flip flops to design registers and counters.

UNIT – I

Number Systems: Binary, octal, decimal, hexadecimal number systems, conversion of numbers from one radix to another radix, r's, (r-1)'s complements, signed binary numbers, addition and subtraction of unsigned and signed numbers, weighted and unweighted codes.

UNIT – II

Logic Gates and Boolean Algebra: NOT, AND, OR, universal gates, X-OR and X-NOR gates, Boolean laws and theorems, complement and dual of a logic function, canonical and standard forms, two level realization of logic functions using universal gates, minimizations of logic functions (POS and SOP) using Boolean theorems, K-map (up to four variables), don't care conditions.

UNIT – III

Combinational Logic Circuits – 1: Design of half adder, full adder, half subtractor, fullsubtractor, ripple adders and subtractors, ripple adder / subtractor. Comparators, Comparators IC-Applications of Comparators.

UNIT – IV

Combinational Logic Circuits – 2: Design of decoders, encoders, priority encoder, multiplexers, demultiplexers, higher order decoders, demultiplexers and multiplexers, realization of Boolean functions using decoders, multiplexers.

UNIT – V

Sequential Logic Circuits: Classification of sequential circuits, latch and flip-flop, RS- latch using NAND and NOR Gates, truth tables, RS, JK, T and D flip-flops, truth and excitation tables, conversion of flip- flops, flip-flops with asynchronous inputs (preset and clear).

Design of registers, shift registers, bidirectional shift registers, universal shift register, design of ripple counters, synchronous counters and variable modulus counters.

1)
2) Aleeva
3)
4)

Prescribed Text Books:

1. M. Morris Mano, Michael D Ciletti, "Digital Design", 5th edition, PEA.

Reference Books

1. Kohavi, Jha, "Switching and Finite Automata Theory", 3rd edition, Cambridge.
2. 2. Leach, Malvino, Saha, "Digital Principles and Applications", 7th edition, TMH.
3. 3. Roth, "Fundamentals of Logic Design", 5th edition, Cengage.

Suggested Activities:

Unit 1: Activity: JAM (Just a Minute) Session: Explaining Radix Conversion Evaluation Method: Communication Skills and Knowledge Presentation

Unit 2: Activity: Boolean Algebra Assignment Evaluation Method: Assignment Completion and Correctness

Unit 3: Activity: Hands-on Lab Activity: Building Adder and Subtractor Circuits Evaluation Method: Lab Performance and Correctness of Circuit Implementation

Unit 4: Activity: Group Discussion: Applications of Decoders, Encoders, Multiplexers Evaluation Method: Participation and Critical Thinking

Unit 5: Activity: Quiz on Flip-Flops and Register-Counter Design Evaluation Method: Quiz Performance and Knowledge Retention

1) MJ

2) Aravan.

3) YSR

4) G. Rajkumar

I B.Sc. Honours (Computer Science)

Semester-II

Digital Logic Design (Practical)
Syllabus

List of Experiments

The laboratory work can be done by using physical gates and necessary equipment or simulators.

Simulators: https://sourceforge.net/projects/gatesim/ or https://circuitverse.org/ or any free open-source simulator

1. Introduction to digital electronics lab- nomenclature of digital ICs, specifications, study ofthe data sheet, concept of Vcc and ground, verification of the truth tables of logic gates using TTL ICs.
2. Implementation of the given Boolean functions using logic gates in both SOP and POSforms
3. Realization of basic gates using universal gates.
4. Design and implementation of half and full adder circuits using logic gates.
5. Design and implementation of half and full subtractor circuits using logic gates.
6. Verification of stable tables of RS, JK, T and D flip-flops using NAND gates.
7. Verification of stable tables of RS, JK, T and D flip-flops using NOR gates.
8. Implementation and verification of Decoder and encoder using logic gates.
9. Implementation of 4X1 MUX and DeMUX using logic gates.
10. Implementation of 8X1 MUX using suitable lower order MUX.
11. Implementation of 7-segment decoder circuit.
12. Implementation of 4-bit parallel adder.
13. Design and verification of 4-bit synchronous counter.
14. Design and verification of 4-bit asynchronous counter

1) M
2) Aneeva
3) TSR
4) G. Raj Kumar

I B.Sc. Honours (Computer Science)

Semester-II

Title of the Paper: Digital Logic Design

BLUE PRINT

Time: 3 Hours **Max Marks: 70**

SECTION-A

Answer any Five questions. Each question carries 4 Marks. **5×4 = 20 M**

Topics	Questions Given	Allotted Marks
UNIT-1	1	4
	2	
UNIT-2	3	4
	4	
UNIT-3	5	4
	6	
UNIT-4	7	4
	8	
UNIT-5	9	4
	10	

SECTION-B

Answer ALL the Questions. Each question carries 10 Marks. **5×10 = 50 M**

Topics	Questions Given	No. of Questions to be Answered	Allotted Marks
UNIT-1	11	1	10
	12		
UNIT-2	13	1	10
	14		
UNIT-3	15	1	10
	16		
UNIT-4	17	1	10
	18		
UNIT-5	19	1	10
	20		

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I B.Sc. Honours (Computer Science)

Semester-II

Title of the Paper: Digital Logic Design

MODEL QUESTION PAPER

Time: 3 Hours **Max Marks: 70**

Section-A

Answer any **FIVE** questions. Each Question Carries 4 Marks (5 X 4= 20 M)

1. Explain about signed binary numbers
2. Convert binary number 1101010 and 111110 into hexadecimal number
3. Explain about AND, OR gates with truth tables
4. Discuss about POS and SOP logic functions
5. Draw the block diagram of half subtractor with truth table
6. Explain about full adder with truth table
7. Discuss about priority encoders
8. Explain about high order decoders
9. Explain about RS- latch using NAND Gates
10. Discuss about shift register

Section-B

Answer **All questions.** Each Question Carries 10 Marks (5 X 10= 50 M)

11. Explain about Binary, Decimal and Hexa decimal number systems with examples

(OR)

12. Add and subtract in Binary (a) 110110 and 11101 (b) 100100 and 10110

13. Explain about K-maps with an example for four variables

(OR)

14. Discuss about X-OR and X-NOR gates

15. Explain half adder and full subtractor with truth table

(OR)

16. Discuss about ripple adders and subtractors

17. Explain the working of demultiplexers and multiplexers,

(OR)

18. Explain the working of 8 lines to 3 line encoder with truth table

19. Discuss about RS, JK and D flip-flops

(OR)

20. Explain about the design of ripple counters

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SKILL COURSE
I BA/BBA/B. Com/B. Sc
Semester-II

Title of the Paper: Digital Literacy

Syllabus

Course Outcomes

By undergoing the Digital Literacy course, one should acquire basic knowledge on Computerand he/she is able to

CO1: Perform operations on the computer
CO2: Access the Internet and finding information of interest
CO3: Register for an E-mail account and operating it
CO4: Make bill payments and use other applications of Internet
CO5: Create, edit and format documents using a word processor

Unit-I: operate the elements of a computer and performing operations on the computer
Operate the elements of a computer including power cord, power switch, network connecting cable, USB ports. Mouse operations, Keyboard operations, interface icons, GUI elements, Editing options, perform operations including switching on the computer, logging in, locating a file, opening a file, printing a document, storing a file with proper extension, creating a folder/ sub folder in a volume on hard disk and desktop, shifting files from one folder to another, shutting off the computer

Unit-II: Access the Internet to browse information and E-mail operation
Access the Internet, use a search engine, find information on the topic of interest, register for a web-based E-mail account, access E-mail with attachments, reply to an E-mail, forward anE-mail and delete an E-mail message

Unit-III : Make bill payments, other applications using Internet and word processing
Make utility bill payments, booking bus/train tickets, bank transactions, personal transactions, job search through employment portals, mobile/DTH recharge, word processing basics, creating, editing and formatting of text, saving and printing of word document

Prescribed readings:
1. Appreciation of Digital Literacy Handbook published by Department of Electronics & Information Technology, Ministry of Communications & Information Technology, Government of India

Web Resources:
https://youtu.be/b2X_j5Bz-VM
https://youtu.be/jln3-P6L2ro
https://youtu.be/cfDjsqUMIyw
https://youtu.be/3h_PvURcdrc
https://youtu.be/EqN0LBcydBg

Note: Digital Literacy course should be taught by blending the practical demonstration of concepts with hands-on experience by learners using desktop/laptop computer and mobile handset devices

1) MT 4) G. Rajkumar
2) Aceva
3) PSR

SKILL COURSE

I-BA/BBA/BCom/BSc

Semester-II

Title of the Paper: Digital Literacy

BLUE PRINT

Time: 2 Hours

Max Marks: 50

SECTION-A

Answer any FOUR questions. Each question carries 5 Marks. 4×5 = 20 M

Topics	Questions Given	Allotted Marks
UNIT-1	1	5
	2	
UNIT-2	3	5
	4	
UNIT-3	5	5
	6	

SECTION-B

Answer ALL the Questions. Each question carries 10 Marks. 3×10 = 30 M

Topics	Questions Given	No. of Questions to be Answered	Allotted Marks
UNIT-1	07	1	10
	08		
UNIT-2	09	1	10
	10		
UNIT-3	11	1	10
	12		

1) My

2) Aeeva

3) [illegible]

4) G. Raj Kumar

I BA/BBA/BCom/BSc

Semester-II

Title of the Paper: Digital Literacy

MODEL QUESTION PAPER

Time: 2 Hours | Max Marks: 50

SECTION-A

Answer any FOUR questions. Each question carries 5 Marks. **4×5 = 20 M**

1. Explain about Interface Icons and GUI Elements
2. Discuss about Mouse operations.
3. Explain the advantages of Internet?
4. What are the benefits of email?
5. How to make utility bill payments?
6. Discuss about job search through employment portals?

SECTION-B

Answer ALL the Questions. Each question carries 10 Marks. **3×10 = 30 M**

7. Discuss about power cord, power switch & USB.

(OR)

8. Explain how to create a folder/ sub folder in a volume on hard disk and desktop.

9. Define Search Engine? Explain the uses of search engine.

(OR)

10. How to register for a web-based Email Account.

11. Discuss about bank transactions & personal transactions.

(OR)

12. Explain about basics of word processing?

1) My

2) Aeeva

3) [illegible]

4) G. Raj'kumar

B.Com. Honours (Computer Applications)

Semester-II

Title of the Paper: Office Automation Tools

Syllabus

Course Objectives:

The objective of this paper is to help students to acquire knowledge on the environment of GUI of Ms-Word and its features. To introduce the fundamentals concepts of using Ms-Word and its features to make it more useful andprovide hands on use of Word, Excel and PowerPoint.

Learning Outcomes:

The students will be able:
CO1: Understand concept of Word Processor and use its features.
CO2: To use the advanced features of Ms-Word to make day to day usage easier.
CO3: To work comfortably with Ms-Excel Environment.
CO4: To create work sheets and user advanced feature of Excel. To create make presentations and inserting multimedia in them.

Unit 1: Introduction to MS Office & MS Word: MS-Word: Features of MS-Word, MS-Word Window components, working with formatted text, short cut keys, Formatting Documents: Selecting text, Copying & moving data, formatting characters, changing cases, Paragraph formatting, Indents, Drop Caps, using format painter, Page formatting, Header& Footer, Bullets& numbering, Tabs, Forming tables. Finding& replacing text, go to (F5) command, proofing text (Spell-check, Auto correct).

Case Study:
Create a document to write a letter to the DM&HO of the district complaining about Hygienic conditions in your area.
Create a document to share your experience of your recent vacation with family.

Unit 2: MS Word Advanced features: Difference between Wizard and Template - Customize theQuickAccessToolBar–Macros:Purpose–CreatingMacro–UsingMacro–StoringMacro-,Inserting Pictures: From Computer, Online Pictures–Insert3d Models-Insert Shapes Insert Text Box–Insert Equation, Hyperlinks, Tables Insert tables Mail merging, Printing documents, Tables: Insert tables, Mathematical calculations on tables data. Insert Text Box etc.

Case Study:
Create a document to send holiday intimation to all the parents at time about Dasara Vacation.
Create a document to create Time Table of you class using tables.

Unit 3: Introduction to MS Excel & Its features: MS-Excel: Excel Features, Spreadsheets, Workbooks, creating, saving & editing a workbook, Renaming sheet, cell entries (numbers, labels, and formulas), spell check ,find and replace, Adding and deleting rows and columns Filling series, fill with Fig, data sort, Formatting worksheet, Functions and its parts, Some useful Functions in Excel (SUM,AVERAGE,COUNT, MAX,MIN,IF).

Case Study:
Create a worksheet with you class marks displaying total, average, top marks in the class and least marks in the class.

Unit 4: Ms-Excel Advanced Features: Cell referencing (Relative, Absolute, Mixed), What-if analysis, Introduction to charts: types of charts, creation of charts, printing a chart, printing worksheet–Sort– Filters –View Menu

Case Study:
1.Prepare a chart with height and weights of you classmates in at least 3 types of charts.
2.Demonstrate the use of Filter with the attendance data of your class.

Unit 5: Ms-PowerPoint and its Applications: MS-PowerPoint: Features of Power Point, Uses, components of slide, templates and wizards, using template, choosing an auto layout, using outlines, adding sub headings, editing text, formatting text, using master slide, adding slides, changing color scheme, changing background and shading, adding header and footer, adding clipart's and auto shapes. Various presentation, working in slide sorter view (deleting, duplicating, rearranging slides), adding transition and animations to slide show, inserting music or sound on a slide, viewing slide show, Printing slides.

Case Study:
1.Prepare a presentation with your achievements and experiences in college.

Text Books:
1.Computer Fundamentals– Pradeep. K.Sinha:BPBPublications.
2.Fundamentals of Computers-ReemaThareja,Oxford University Press India
3.Microsoft Office,Essential Concepts and Techniques-Shelly Cashman Vermaat-SHELLY CASHMAN SERIES

Reference Books:
1.Fundamentals of Computer– V. Rajaraman, PrinticeHell of India.
2.Introduction to Computers–Peter Norton McGraw-Hill.

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2) Aeeva.
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I B.Com. Honours (Computer Applications)

Semester-II

Office Automation Tools (Practical)

LIST OF EXPERIMENTS

1) Design a visiting card for Managing Director of a company as per the following specification.

- Size of visiting card is 3½×2
- Name of the company with big font
- Phone number, Fax number and E-mail address with appropriate symbols.
- Office and Residence address separated by a line

2) Create a table with following columns and display the result in separate cells for the following

- Emp Name, Basic pay, DA, HRA, Total salary.
- Sort all the employees in ascending order with the name as the key
- Calculate the total salary of the employee
- Calculate the Gr and total salary of the employee
- Finding highest salary and
- Find lowest salary

3) Prepare an advertisement to a company requiring software professional with the following

- Attractive page border
- Design the name of the company using WordArt
- Use at least one clipart.
- Give details of the company (use bullets etc)
- Give details of the Vacancies in each category of employee's (Business manager, Software engineers, System administrators, Programmers, Data entry operators) qualification required.

4) Create a letter having following specifications

- Name of the company on the top of the page2 with big font and good style
- Phone no, Fax no and E-mail address with symbols.
- Main products manufactured by the company
- Slogans if any should be specify in bold at the bottom

5) Create two pages of curriculum vitae of a graduate with the following specifications

Table to show qualifications with proper headings

Appropriate left and right margins

Format ½ page using two-column approach about yourself

Name on each page at the top right side

Page no. in the footer on the right side.

Write a macro format documents below
Line spacing"2"(double)
Paragraph indent of 0.1
Justification formatting style
Arial font and Bold of 14pt-size

7) Create a letter as the main document and create10 records for the 10 persons use mail merge to create letter for selected person's among10.

8) Create an electronic spread sheet in which you enter the following decimal numbers and convert the min to octal, Hexadecimal and binary numbers and vice-versa.

Decimal Numbers: 35,68,95,78,165,225,355,375,465

Binary Numbers: 101,1101,11101,11111,10001,11101111

Calculate the net pay of the employees following the conditions below.

	A	B	C	D	E	F	G	H	I
1	Employee	nployee	Basic	DA	HRA	GPF	Gross	Income	Net
2									

DA:-56%of the basic pay if Basic pay is greater than 20000 or else 44%.

HRA:-15% of the Basic pay subject to maximum of Rs.4000.GPF: -10% of the basic pay.

NCOMETAX:-10% of basic if Basic pay is greater than 20000.Find who is getting highest salary & who is get lowest salary?

10) The ABC Company shows the sales of different product For 5years.Create BAR Graph, 3D and Pie chart for the following.

A	B	C	D	E	F
S.No.	Year	Pro1	Pro2	Pro3	Pro4
1	1989	1000	800	90	1000
2	1990	800	80	50	900
3	1991	1200	190	40	800
4	1992	400	200	30	1000
5	1993	1800	400	40	1200

Create a suitable examination database and find the sum of the marks (total) of each student and respective, class secured by the student.

Pass: if marks in each subject>=35 Distinction: if average>=75 First class: if average>=60but<75Second class: if average>=50butlessthan60Third class: if average>=35butlessthan50 Fail: if marks in any subject<35

Enter the following data in to the sheet.

Name	Department	Salary
Anusha	Accounts	12000
Rani	Engineering	24000
Lakshmi	Accounts	9000
Purnima	Marketing	20000
Bindu	Accounts	4500
Tejaswi	Accounts	11000
Swetha	Engineering	15000
Saroja	Marketing	45000
Sunitha	Accounts	5600
Sandhya	Engineering	24000
Harika	Marketing	8000

Extract records for department in Accounts and Salary>10000

Sort the data by salary with the department using " sort commands".

Calculate total salary for each department using Sub totals

Enter the following data in to the sheet..

	Raju	Rani	Mark	Rosy	Ismail	Reshma
English	76	89	43	51	76	87
2ndLang	55	85	78	61	47	33
Maths	65	82	34	58	52	65
Computers	45	91	56	72	49	56
Human Values	51	84	54	64	32	64

Apply the conditional formatting for marks

a)35belowRed b)35to 50Blue c) 51to70Green d)71 to 100Yellow

) Create a presentation using templates.

) Create a Custom layout or Slide Master for professional presentation.

) Create a presentation with slide transitions and animation effects.

7) Create a table in PPT and apply graphical representation

1)
2)
3)
4) G.

I B.Com. Honours (Computer Applications)

Semester-II

Title of the Paper: Office Automation Tools

BLUE PRINT

ime: 3 Hours

Max Marks: 70

SECTION-A

Answer any Five questions. Each question carries 4 Marks. 5×4 = 20 M

Topics	Questions Given	Allotted Marks
UNIT-1	1	4
	2	
UNIT-2	3	4
	4	
UNIT-3	5	4
	6	
UNIT-4	7	4
	8	
UNIT-5	9	4
	10	

SECTION-B

Answer ALL the Questions. Each question carries 10 Marks. 5×10 = 50 M

Topics	Questions Given	No. of Questions to be Answered	Allotted Marks
UNIT-1	11	1	10
	12		
UNIT-2	13	1	10
	14		
UNIT-3	15	1	10
	16		
UNIT-4	17	1	10
	18		
UNIT-5	19	1	10
	20		

1) My
2) Aeeva
3) TSR
4) G. Raj Kumar.

I B.Com. Honours (Computer Applications)

Semester-II

Title of the Paper: Office Automation Tools

MODEL QUESTION PAPER

Time: 3 Hours **Max Marks: 70**

Section-A

I. Answer any **FIVE questions**. Each Question Carries 4 Marks **(5 X 4= 20M)**

1. What are bullets and numbering mainly used for?
2. What is spell check and auto correct in MS-Word?
3. Explain the steps to insert 3D model in MS-Word?
4. What is the use of hyperlink in Word?
5. What is difference between workbook and worksheet?
6. What is the spell check shortcut for Excel?
7. What is filter in Excel?
8. Write about view menu in Excel.
9. Write the steps to insert audio in a presentation.
10. How to add Transition in MS PowerPoint? Explain.

Section-B

II. Answer **All questions**. Each Question Carries 10 Marks **(5 X 10= 50 M)**

11. What is MS-WORD? Explain the features of MS-Word.

(OR)

12. Explain different text formatting tool in MS-Word.

13. What is Mail Merge? Explain the concept of Mail Merge in MS-Word.

(OR)

14. Explain the steps to create a table in MS-word.

15. What is MS Excel? Explain the features of MS Excel

(OR)

16. Explain Different types of functions in MS Excel

17. What is Cell Reference? Briefly explain about the different Cell Reference with example

(OR)

18. What are charts? Explain the types of charts in MS Excel?

19. Differentiate between master and normal slide in relation to MS Power point.

(OR)

20. Explain various types of views of slide in MS Power point.

1) My
2) Sreeva
3)
4) G. Raj'bangi

Continuous Internal Assessment:

n each semester, for every subject there are two Internal Examination with 30 marks each and time duration f 1 Hour. The Thirty marks are divided as:

Sl. No	Name of the Activity	Marks Allotted
1	**Internal Examination**	20
2	**Co Circular Activities:** Seminar/Assignment/Group Discussion/JAM/Quiz/Case Study	5
3	**Extra Circular Activities:** NSS/NCC/Sports/Clean & Green Activities/Community Services	5

emester End Examinations:

or Theory :

he semester end examination is for 70 marks with the time duration of 3 Hours.

or Theory (Skill Course):

he semester end examination is for 50 marks with the time duration of 2 Hours.

or Practical:

he Semester End Examination Practical is for 50 marks with the time duration of 2 hours is described as elow:

or Record Writing & Submission: 10 Marks
or Program Writing & Execution: 30 Marks
or Viva-Voce : 10 Marks

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otal : 50 Marks

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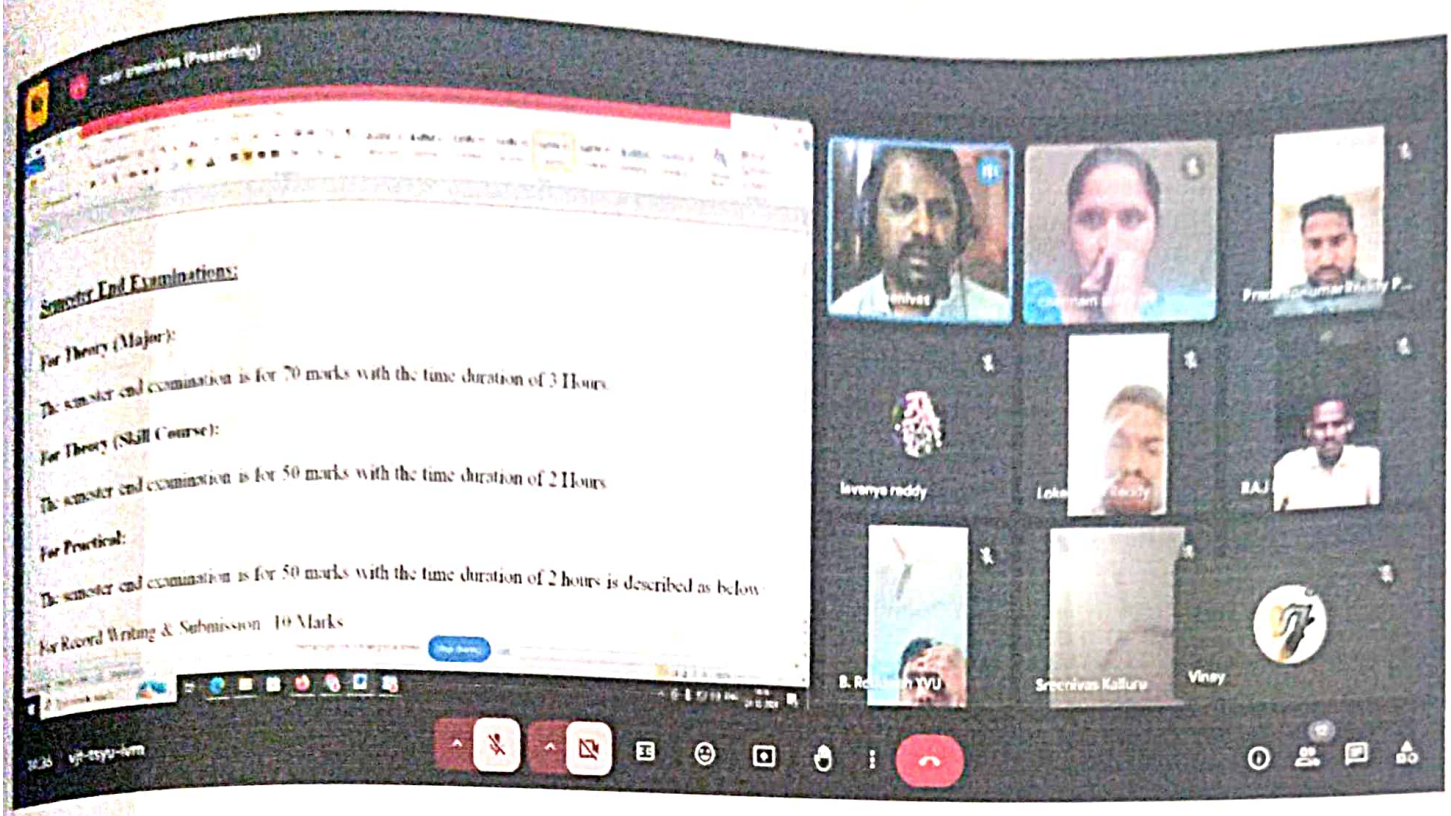
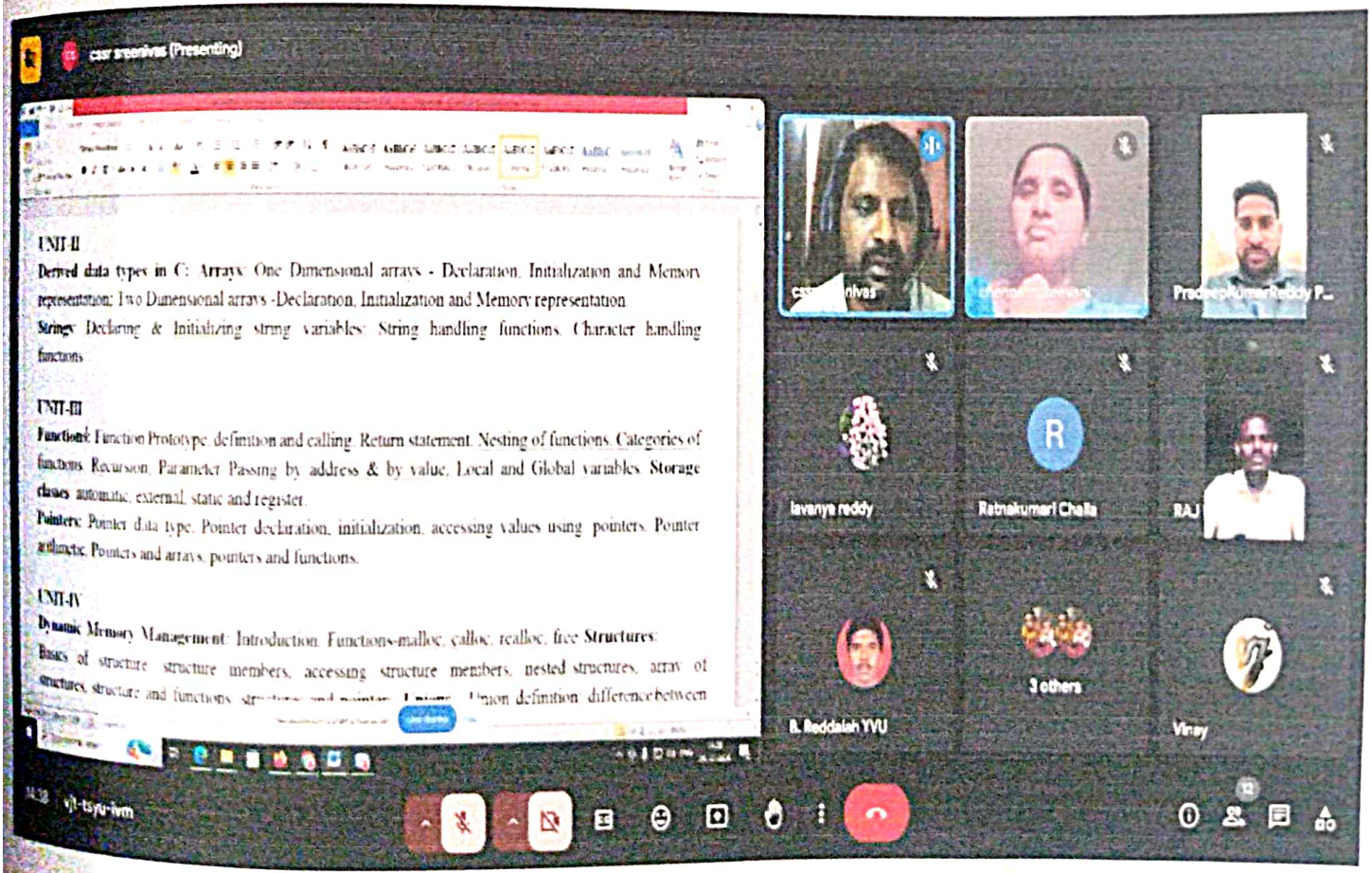
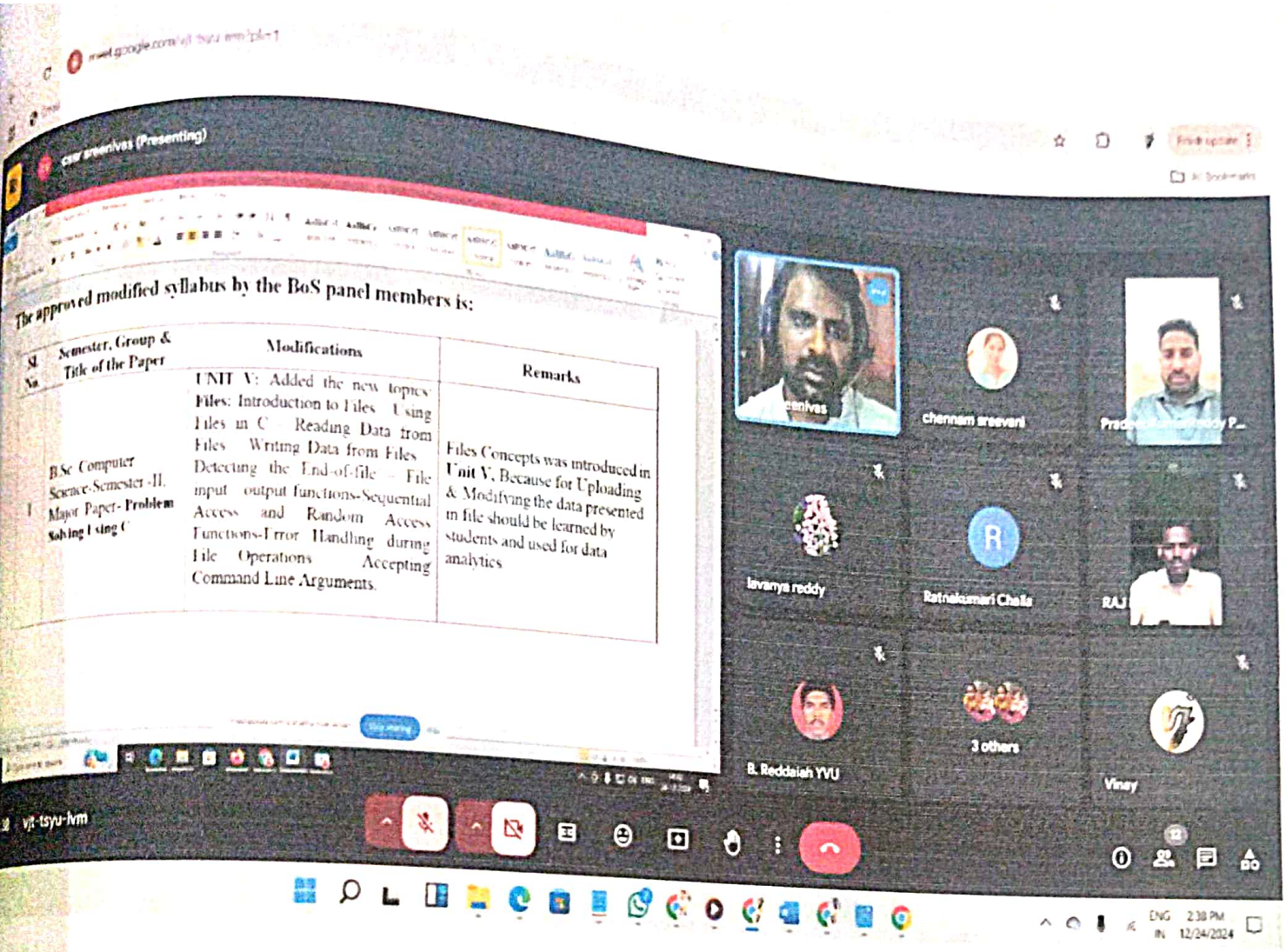
1) [illegible]
2) [illegible]
3) [illegible]
4) [illegible]

The Question Paper Setters & Examiners for External & Practical was given in the Board of Studies Meeting -I on dated: **31/07/2024**

Pics of the BoS Meeting-II






sreenivas (Presenting)
The approved modified syllabus by the BoS panel members is:
Sl No
Semester, Group & Title of the Paper
Modifications
Remarks
1
B.Sc Computer Science-Semester -II. Major Paper- Problem Solving Using C
UNIT V: Added the new topics Files: Introduction to Files Using Files in C Reading Data from Files Writing Data from Files Detecting the End-of-file – File input output functions-Sequential Access and Random Access Functions-Error Handling during File Operations Accepting Command Line Arguments.
Files Concepts was introduced in Unit V, Because for Uploading & Modifying the data presented in file should be learned by students and used for data analytics
chennam sreevani
lavanya reddy
Ratnakumari Challa
RAJ
B. Reddaiah YVU
3 others
Viney
vjt-tsyu-lvm
ENG
IN
2:38 PM
12/24/2024

Department of Computer Science & Applications

2024-2025

rs Present for the Board of Studies-II:

Name	Designation	Position in BoS	Signature
Sreenivas Reddy	Head	Chairperson	
Sreevani	Lecturer	Member	
Pradeep Kumar Reddy	Lecturer	Member	
S. Raj Kumar	Lecturer	Member	
K. Ratna Kumari Assistant Professor RGUKT-Andhra Pradesh Ph: 9441603196 Email: ratnamala3784@gmail.com	Assistant Professor	Subject Expert RGUKT	Online Attended
S. Lavanya Department of Computer Science Sri Venkateswara Degree & PG College, Anantapuram Ph: 9494931009	Lecturer	Subject Expert S.K. University	Online Attended
Dr.B. Reddiah Department of Computer Science & Technology Yogi Vemana University, Kadapa Ph:9000601602 Email: b.reddaiah@yvu.edu.in	Associate Professor	Subject Expert University Nominee	Online Attended
G. Vinay Kumar, Jyothi & Company, Mandy Complex, Proddatur, YSR Ph:9246942311	Industrialist	Member	Online Attended
Y.C. Lokeswara Reddy, M.Sc. (Computer Science) Ph:9652262519	Alumni	Member	Online Attended