Basic IT Tools

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Basic IT Tools	**2**	**0**	**0**	**2**	**Class XII**	**NA**

Learning Objectives

The Learning Objectives of this course are as follows:

- To enable students develop IT skills that are a pre-requisite in today's work environment.
- To equip them with basic computing skills that will enhance their employability in general.
- To enable the student to analyse and present information in a meaningful manner.

Learning outcomes

The Learning Outcomes of this course are as follows:

- By studying this course, students will be able to use word-processor to generate documents with appropriate formatting, layout, review and referencing.
- By studying this course, students will be able to manage data in worksheets and workbooks and analyze it using spreadsheet functions and inbuilt formulas.
- By studying this course, students will be able to draw analysis on data using spreadsheets to make decisions.
- By studying this course, students will be able to make meaningful representations of data in the form of charts and pivot tables.
- By studying this course, students will be able to manage data in database tables and use the same for generating queries, forms and reports.

SYLLABUS

Course Contents:

Unit 1: Introduction to Spreadsheets **(16 hours)**

Spreadsheets: Concept of worksheets and workbooks, creating, opening, closing and saving workbooks, moving, copying, inserting, deleting and renaming worksheets, working with multiple worksheets and multiple workbooks, controlling worksheet views, naming cells using name box, name create and name define; Exchanging data using clipboard, object linking and

embedding; Printing and Protecting worksheets: Adjusting margins, creating headers and footers, setting page breaks, changing orientation, creating portable documents and printing data and formulae; Implementing file level security and protecting data within the worksheet; Understanding absolute, relative and mixed referencing in formulas, referencing cells in other worksheets and workbooks, correcting common formula errors, working with inbuilt function categories like mathematical, statistical, text, lookup, information, logical, database, date and time and basic financial functions.

Unit 2: Data Analysis in Spreadsheets (16 hours)

Consolidating worksheets and workbooks using formulae and data consolidate command; Choosing a chart type, understanding data points and data series, editing and formatting chart elements, and creating sparkline graphics, Analysing data using pivot tables: Creating, formatting and modifying a pivot table, sorting, filtering and grouping items, creating calculated field and calculated item, creating pivot table charts, producing a report with pivot tables. Introduction to recording and execution of macros.

Unit 3: Word Processing (12 hours)

Introduction: Creating and saving your document, displaying different views, working with styles and character formatting, working with paragraph formatting techniques using indents, tabs, alignment, spacing, bullets and numbering and creating borders; Page setup and sections: Setting page margins, orientation, headers and footers, end notes and foot notes, creating section breaks and page borders; Working with tables: Creating tables, modifying table layout and design, sorting, inserting graphics in a table, table math, converting text to table and vice versa; Create newspaper columns, indexes and table of contents, Spell check your document using inbuilt and custom dictionaries, checking grammar and style , using thesaurus and finding and replacing text; Create bookmarks, captions and cross referencing, adding hyperlinks, adding sources and compiling and bibliography; Mail merge: Creating and editing your main document and data source, sorting and filtering merged documents and using merge instructions like ask, fill-in and if-then-else; Linking and embedding to keep things together.

Unit 4: Databases (16 hours)

Introduction to Database Development: Database Terminology, Objects, Creating Tables, working with fields, understanding Data types, Changing table design, Assigning Field Properties, Setting Primary Keys, using field validation and record validation rules, Indexing, working with multiple tables, Relationships & Integrity Rules, Join Properties, Record manipulation, Sorting & Filtering; Select data with queries: Creating Query by design & by wizard (Select, Make Table, Append, Delete, Cross Tab, Update, Parameterized Query, Find Duplicate and Find Unmatched), Creating multi table queries, creating & working with table joins. Using operators & expressions: Creating simple & advance criteria; Working with forms: Creating Basic forms, working with bound, unbound and calculated controls, understanding property sheet, Working with Data on Forms: Changing Layout, creating Sub Forms, creating list box, combo box and option groups; Working with Reports: Creating Basic Reports, Creating Header & Footer, Placing Controls on reports, sorting & grouping, Creating Sub reports.

Essential/recommended readings

- Swinford, E., Dodge, M., Couch, A., Melton, B. A. (2013). Microsoft Office Professional 2013. United States: O'Reilly Media.
- Wang, W. (2018). Office 2019 For Dummies. United States: Wiley. Microsoft Lambert, J. (2019). Microsoft Word 2019 Step by Step. United States: Pearson Education.

Suggestive readings

- Jelen, B. (2013). Excel 2013 Charts and Graphs. United Kingdom: Que.
- Alexander, M., Jelen, B. (2013). Excel 2013 Pivot Table Data Crunching. United Kingdom: Pearson Education.
- Alexander, M., Kusleika, R. (2018). Access 2019 Bible. United Kingdom: Wiley.

Examination scheme and mode:

Evaluation scheme and mode will be as per the guidelines notified by the University of Delhi.

LaTeX TYPESETTING FOR BEGINNERS

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
LaTeX Typesetting for Beginners	2	0	0	2	Class XII	NIL

Learning Objectives: The objective of this course is to introduce:

- LaTeX, a high-quality open-source typesetting software that produces professional prints and PDF files for research articles and books in all subjects, and languages.
- Typesetting in Indian languages using LaTeX by transliteration and ITRANS packages.

Learning Outcomes: After completion of the course the learner will be able to:

- Prepare a LaTeX document with title page including contents, references, and index.
- Understand the Indian language transliteration package (ITRANS-processor) for typesetting Sanskrit, Hindi, Punjabi, Malayalam, etc. using LaTeX.

UNIT-I: Getting Started with LaTeX (24 hours)

Installing and using LaTeX for creating a first LaTeX document; Formatting text and understanding LaTeX commands and environments; Designing pages, Creating a book with chapters and table of contents, Creating and customizing lists, Including images, and creating tables with captions.

UNIT-II: Cross-References, Index, Bibliography and Large Documents (16 hours)

Setting labels and references, Hyperlinks; Customizing the table of contents, Generating an index, Creating a bibliography; Writing basic math formulas and equations; Developing large documents by splitting the input and creating front/back matter.

UNIT-III: Typesetting in Indian Languages using LaTeX (20 hours)

Transliteration symbols with illustrative examples of the Indian languages, such as Sanskrit, Hindi (Devanagari), Punjabi, and Malayalam; Creation of the transliterated document for typesetting in Devanagari (for Sanskrit, Hindi, and Marathi), Gurumukhi (for Punjabi), and Rachana (for Malayalam); ITRANS pre-processor package to convert English-encoded text into various Indian language script such as Gujarati, Bengali, Kannada, Tamil, Telugu, etc.

Essential Readings

1. Kottwitz, Stefan (2021). LaTeX Beginner's Guide (2nd ed.). Packet Publishing Ltd.
2. Nambudiripad, K.B.M. (2014). LaTeX for Beginners. Narosa Publishing House, Delhi.
3. https://ctan.org/pkg/devanagari; https://www.ctan.org/pkg/gurmukhi-singh
4. https://ctan.org/tex-archive/language/indian/itrans

Suggested Reading

- Lamport, Leslie (1994). LaTeX: A Document Preparation System, User's Guide and Reference Manual (2nd ed.). Pearson Education. Indian Reprint.

Practical Exercises: Getting started with free open-source software LaTeX for typesetting documents from chapter 1 of the text book [1]: LaTeX Beginner's Guide (2nd ed.) by Stefan Kottwitz for installing and using LaTeX. Learners are required to:

- Design a LaTeX document by choosing title, author, date, address, page dimensions, margins, adjust line spacing, add footnotes, and orientation.
- Create a document with bulleted lists, numbered lists, and definition lists. Furthermore, modify the document with compact and customized versions of such lists, including spacing adjustments and interrupting and resuming.
- Create tables, adding captions to tables, putting text into columns, spanning columns and rows, using LaTeX packages to auto-fit columns.
- Generate a document by customizing the table of contents, lists of figures and tables, producing an index pointing to relevant information for keywords and phrases.
- Typesetting fine-tune math expressions, align and number equations, and use various math symbols from the amsmath package in LaTeX.
- Generate a list of five books related to your field of interest under an automatically generated title 'Bibliography', using thebibliography command in LaTeX. Illustrate how these references are cited in the body of a document.
- Create a LaTeX file to manage large documents consisting of several LaTeX files by splitting the input, including front and back matter and a separate title page.
- Transliterate these six names: Aryabhata, Arthashastra, Bhaskaracharya, Chanakya, Ganita Bharati, and Shankaracharya, and write them in itemize form using Devanagari package in LaTeX. Also use the verbatim environment to display the LaTeX code.
- Typeset ten words of your choice using ITRANS pre-processor package in LaTeX to convert English-encoded text into any one Indian language script.

Teaching Plan (SEC Paper: LaTeX Typesetting for Beginners)

Week 1: Installing and using LaTeX for creating a first LaTeX document. **[1]**: **Chapter 1**.
Week 2: Formatting text and understanding LaTeX commands and environments. [1]: **Chapter 2**.
Week 3: Designing pages, Creating a book with chapters and table of contents. [1]: **Chapter 3**.
Week 4: Creating and customizing lists. [1]: **Chapter 4**.
Week 5: Including images. [1]: **Chapter 5**.
Week 6: Creating tables with captions. [1]: **Chapter 6**.
Week 7: Setting labels and references, Hyperlinks. [1]: **Chapter 7**.
Week 8: Customizing the table of contents, Generating an index, Creating a bibliography. [1]: **Chapter 8**.
Week 9: Writing basic math formulas and equations. [1]: **Chapter 9**.
Week 10: Developing large documents by splitting the input and creating front/back matter. [1]: **Chapter 11**.
Weeks 11, and 12: Transliteration symbols with illustrative examples of the Indian languages, such as Sanskrit, Hindi (Devanagari), Punjabi, and Malayalam. [2]: **Chapter 9**; and **gurmukhi**
Weeks 13, and 14: Creation of transliterated document for typesetting in Devanagari (Sanskrit, Hindi and Marathi), Gurumukhi (Punjabi), and Rachana (Malayalam). [2]: **Chapter 10**; [3]: **Devanagari**, and **Gurmukhi**.
Week 15: ITRANS pre-processor package to convert English-encoded text into various Indian language script such as Gujarati, Bengali, Kannada, Tamil, Telugu, etc. [4]: **Itrans: Indian languages**

DOCUMENT PREPARATION & PRESENTATION SOFTWARE

Credit distribution, Eligibility and Prerequisites of the Course

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Document Preparation & Presentation Software	**2**	**0**	**0**	**2**	**Class XII**	**NIL**

Learning Objectives:

- To develop proficiency in the use of document preparation software such as document LaTeX, LibreOffice.
- To make a presentation using LaTeX, LibreOffice.
- To serve as a tool for conveying/communicating one's ideas, views, and observations.

Learning Outcomes

On completion of the course, a student will be able to

- Create a text document using LaTeX using a standard template.
- Incorporate well-formatted mathematical equations, algorithms, figures, tables and references in a document.
- Use Zotero for reference management.
- Format text, including alignment, emphasis and fonts.
- Handle basic aspects of document structure, including sections, subsections, paragraphs, and bulleted and enumerated lists.
- Page set a document including header, footer, and page numbering.
  Make a presentation.

Syllabus

Practical

Unit 1: Introduction (4 Hours)

1. Create a LaTeX/ LibreOffice document having several paragraphs, including comments in LaTeX.
2. Organize content into sections, including preface/abstract. Using the article and book class of LaTeX. Handling errors.

Unit 2: Styling Pages (6 Hours)

1. Loading and using packages, setting margins, header and footer, and page orientation.
2. Organizing the document into multiple columns

Unit 3: Formatting Content (10 Hours)

1. Formatting text (styles, size, alignment)
2. Adding colours to a block of text/ page
3. Adding ordered and unordered lists
4. Inserting mathematical expressions – subscripts, superscripts, fractions, binomials, aligning equations, operators, Greek and mathematical symbols, and mathematical fonts.

Unit 4: Tables and Figures (10 Hours)

1. Create basic tables
2. Adding different types of borders to a table
3. Merging rows and columns
4. Splitting tables across multiple pages.
5. Incorporating figures and subfigures, explore different properties like rotation and scaling.

Unit 5: Algorithms and Equations (12 hours)

1. Incorporating algorithms, body typesetting, organizing algorithms across multiple pages.
2. Incorporating equations, indentation, and captioning.

Unit 6: Referencing and Indexing (6 hours)

1. Insert captions, labels, and references
2. Incorporate cross-referencing (refer to sections, table, and images)
3. Incorporate a bibliography
4. Create a back index.

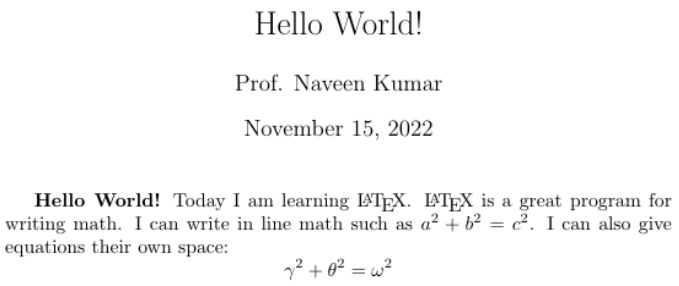
Unit 7: Making Presentations (12 hours)

1. Create a slideshow
2. Incorporate logo
3. Highlight important points
4. Create a title page
5. Make a table of contents
6. Incorporate special effects in a slideshow.

Exercises:

For the following figures, create LaTex documents using concepts from above:

1.



Hello World!

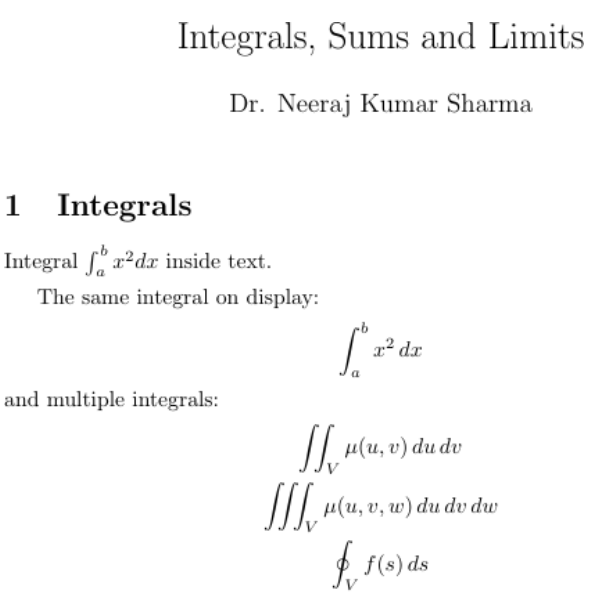
Prof. Naveen Kumar

November 15, 2022

Hello World! Today I am learning LaTeX. LaTeX is a great program for writing math. I can write in line math such as $a^2 + b^2 = c^2$. I can also give equations their own space:

$$\gamma^2 + \theta^2 = \omega^2$$

2.



Integrals, Sums and Limits

Dr. Neeraj Kumar Sharma

1 Integrals

Integral $\int_a^b x^2 dx$ inside text.

The same integral on display:

$$\int_a^b x^2\,dx$$

and multiple integrals:

$$\iint_V \mu(u,v)\,du\,dv$$

$$\iiint_V \mu(u,v,w)\,du\,dv\,dw$$

$$\oint_V f(s)\,ds$$

2 Sums and products

Sum $\sum_{n=1}^{\infty} 2^{-n} = 1$ inside text.

The same sum on display:

$$\sum_{n=1}^{\infty} 2^{-n} = 1$$

Product $\prod_{i=a}^{b} f(i)$ inside text.

The same product on display:

$$\prod_{i=a}^{b} f(i)$$

3 Limits

Limit $\lim_{x\to\infty} f(x)$ inside text.

The same limit on display:

$$\lim_{x\to\infty} f(x)$$

3.

Equations

Prof. Naveen Kumar[1], Dr. Neeraj Kumar Sharma[2], and Sakeena Shahid[3]

[1]Department of Computer Science, University of Delhi
[2]Ram Lal Anand College, University of Delhi
[3]SGTB Khalsa College, University of Delhi

November 15, 2022

1 Maxwell's Equations

"Maxwell's equations" are named for James Clark Maxwell and are as follow:

$$\vec{\nabla} \cdot \vec{E} = \frac{\rho}{\epsilon_0} \quad \text{Gauss's Law} \tag{1}$$

$$\vec{\nabla} \cdot \vec{B} = 0 \quad \text{Gauss's Law for Magnetism} \tag{2}$$

$$\vec{\nabla} \times \vec{E} = -\frac{\partial \vec{B}}{\partial t} \quad \text{Faraday's Law of Induction} \tag{3}$$

$$\vec{\nabla} \times \vec{B} = \mu_0 \left(\epsilon_0 \frac{\partial \vec{E}}{\partial t} + \vec{J} \right) \quad \text{Ampere's Circuital Law} \tag{4}$$

Equations 1, 2, 3, and 4 are some of the most important in Physics.

2 Matrix Equations

$$\begin{pmatrix} a_{11} & a_{12} & \dots & a_{1n} \\ a_{21} & a_{22} & \dots & a_{2n} \\ \vdots & \vdots & \ddots & \vdots \\ a_{n1} & a_{n2} & \dots & a_{nn} \end{pmatrix} \begin{bmatrix} v_1 \\ v_2 \\ \vdots \\ v_n \end{bmatrix} = \begin{matrix} w_1 \\ w_2 \\ \vdots \\ w_n \end{matrix}$$

4.

List of mathematical functions:

- Trigonometric functions
  - sine
  - cosine
  - tangent
- Special functions
  - Beta function
  - Gamma function
  - Riemann zeta function

5. Add the following algorithm to the document.

Algorithm 1: Example code

```
Input: Your Input
Output: Your output
Data: Testing set x
1  ∑_{i=1}^{∞} := 0                                   // this is a comment
   /* Now this is an if...else conditional loop                          */
2  if Condition 1 then
3      Do something                                   // this is another comment
4      if sub-Condition then
5          Do a lot
6  else if Condition 2 then
7      Do Otherwise
       /* Now this is a for loop                                         */
8      for sequence do
9          loop instructions
10 else
11     Do the rest
   /* Now this is a While loop                                           */
12 while Condition do
13     Do something
```

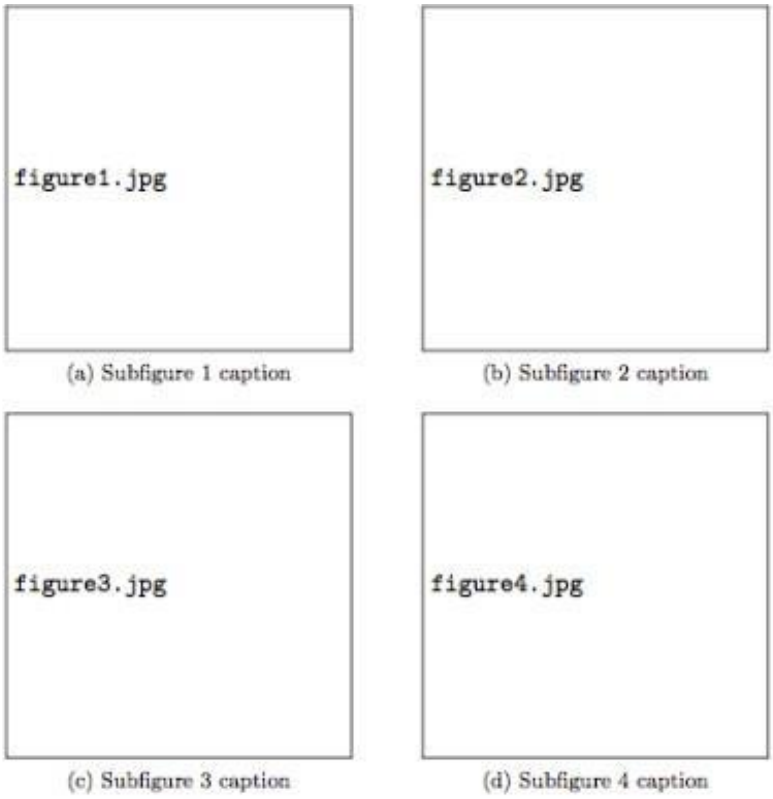
6.

col1	col2	col3
Multiple row	cell2 cell5 cell8	cell3 cell6 cell9

7.

Country List		
Country Name or Area Name	ISO ALPHA 2 Code	ISO ALPHA 3
Afghanistan	AF	AFG
Aland Islands	AX	ALA
Albania	AL	ALB
Algeria	DZ	DZA
American Samoa	AS	ASM
Andorra	AD	AND
Angola	AO	AGO

8. Insert four sub-figures as given below, and add captions. Also, refer to these sub-figures in the text.



(a) Subfigure 1 caption (b) Subfigure 2 caption

(c) Subfigure 3 caption (d) Subfigure 4 caption

Figure 1: This is a figure containing several subfigures.

In the text, you can refer to subfigures of figure 1 as 1a, 1b, 1c and 1d and to the sub-index as (a), (b), (c) and (d).

9. Add a table of contents, a list of figures, and a list of tables in the document as given below.

Contents

List of Tables

List of Figures

10. Add a list of references in the document as given below and cite them in the text.

This document is an example of `natbib` package using in bibliography management. Three items are cited: *The LaTeX Companion* book [2], the Einstein journal paper Einstein [1], and the Donald Knuth's website [3]. The LaTeX related items are [2, 3].

References

[1] A. Einstein. Zur Elektrodynamik bewegter Körper. (German) [On the electrodynamics of moving bodies]. *Annalen der Physik*, 322(10):891–921, 1905. doi: http://dx.doi.org/10.1002/andp.19053221004.

[2] M. Goossens, F. Mittelbach, and A. Samarin. *The LaTeX Companion*. Addison-Wesley, Reading, Massachusetts, 1993.

[3] D. Knuth. Knuth: Computers and typesetting. URL `http://www-cs-faculty.stanford.edu/~uno/abcde.html`.

Examination scheme and mode:
Evaluation scheme and mode will be as per the guidelines notified by the University of Delhi.

Front End Web Design and Development

Credit distribution, Eligibility and Prerequisites of the Course

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Front End Web Design and Development	**2**	**0**	**0**	**2**	**Class XII**	**NIL**

Learning Objectives:

The Learning Objectives of this course are as follows:

- To introduce the basic concepts and techniques of client-side web programming.
- To enable the students to develop simple, interactive, and stylish websites using HTML, CSS and JavaScript.

Learning Outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to build websites using the elements of HTML.
- After studying this course, students will be able to build interactive and stylish websites using client-side programming techniques with CSS and Javascript.
- After studying this course, students will be able to learn to validate client-side data.
- After studying this course, students will be able to define the structure and contents of the website using different features of CSS.

SYLLABUS

Unit-1: Introduction **(8 hours)**

Introduction: Introduction to internet and web design. Basic concepts of web architecture.

Unit-2: HTML **(8 hours)**

Introduction to hypertext mark-up language (html), creating web pages, lists, hyperlinks, tables, web forms, inserting images, frames.

Unit-3: Cascading style sheet (CSS) **(8 hours)**

Concept of CSS, creating style sheet, Importing style sheets, CSS properties, CSS styling (background, text format, controlling fonts), CSS rules, Style Types, CSS Selectors, CSS cascade, working with block

elements and objects, working with lists and tables, CSS id and class, box model (introduction, border properties, padding properties,
margin properties).

Unit-4: Basics of Javascript (8 hours)

Document object model, data types and variables, functions, methods and events, controlling program flow, built-in objects and operators, validations.

Practical Exercise (28 hours)

HTML

- Create an HTML document with following formatting – Bold, Italics, Underline, Colors, Headings, Title, Font and Font Width, Background, Paragraph, Line Brakes, Horizontal Line, Blinking text as well as marquee text.
- Create an HTML document with Ordered and Unordered lists, Inserting Images, Internal and External linking
- Create an HTML document for displaying the current semester's timetable.
- Create a website with horizontal and vertical frames. Top horizontal frame needs to show your college's name and logo. Bottom horizontal frame is to be split into two vertical frames. The left frame has hyperlinks to pages related to faculty, courses, student activities, etc. The right frame shows the corresponding webpage based on the link clicked on the left frame.
- Create a student registration form using HTML which has the following controls and make an interactive content presentation using CSS.:

  I. Text Box II. Dropdown box III. Option/radio buttons

  IV. Check boxes V. Reset and Submit button

- Create a webpage for your department with a drop-down navigation menu for faculty, courses, activities, etc.. Implement the webpage using styles, rules, selectors etc. learned in CSS
- Write event-driven programs in JavaScript for the following:
  - Enter a number and on click of a button print its multiplication table.
  - Print the largest of three numbers entered by the user.
  - Find the factorial of a number entered by the user.
  - Enter a list of positive numbers using the prompt terminated by a zero. Find thesum and average of these numbers.
- Create a student registration form using text, radio button, check box, drop down box, text field and all other required HTML elements. Customize the CSS and javascript to input and validate all data. Create functions to perform validation of each element, example:
  - Roll number is a 7-digit numeric value
  - Name should be an alphabetical value (String)
  - Non-empty and valid fields like DOB

Essential/recommended readings

- Nixon, R., Learning PHP, MySQL & JavaScript with jQuery, CSS and HTML5, O'Reilly, 2018.
- Powell, T.A. HTML & CSS: The Complete Reference, 5th edition, Tata McGrawHill, 2017.
- Duckett, J., JavaScript and JQuery: Interactive Front-End Web Development, Wiley, 2014.

Suggested Readings

- Boehm, A., & Ruvalcaba, Z., Murach's HTML5 and CCS, 4th edition, Mike Murach & Associates, 2018.
- Ivan Bayross, Web Enabled Commercial Application Development Using Html, Dhtml, Javascript, Perl CGI, BPB Publications, 2010.

Examination scheme and mode:

Evaluation scheme and mode will be as per the guidelines notified by the University of Delhi.

PROSPECTING E-WASTE FOR SUSTAINABILITY

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Prospecting E-Waste for Sustainability	**2**	**0**	**0**	**2**	**Class XII**	**NA**

Learning Objectives

The Learning Objectives of this course are as follows:

- To provide in-depth knowledge on the effective mechanisms to regulate the generation, collection, and storage of e-waste
- To gain insights into the internationally/nationally acceptable methods of transport, import, and export of e-waste within and between countries
- To develop a holistic view on recycling, treatment, and disposal of e-waste and related legislative rules.

Learning outcomes

The Learning Outcomes of this course are as follows:

- After studying this course, students will be able to holistically analyze the environmental impacts of e-waste
- After studying this course, students will be able to apply the skills and various concepts for sustainable management of e-waste
- After studying this course, students will be able to decipher the role of various national and international regulations for e-waste management
- After studying this course, students will be able to provide specific recommendations for improved methods for handling e-waste at different stages such as generation, collection, storage, transport, and recycling

SYLLABUS

Practical/Hands-on Exercises **(02 Credits: 60 hours)**

1. Identification of e-waste and its types
2. Composition of e-waste and segregation- from the material provided
3. Dismantling of e-waste and handling process
4. Visit a nearby e-waste handling facility
5. Environmental protection laws and producer's responsibility for e-waste management
6. Build an understanding of how regulatory mechanisms can be utilized in the management of e-waste in educational institutions.
7. Discussion on plausible ways and implementation of e-waste reduction at the source
8. Evaluation of the status of e-waste handling at your institution. Suggest potential solutions as per the existing norms of E-Waste (Management) Rules, 2016 and beyond.

9. Estimate how recycling of e-waste in metro cities will go in sync with the circular economy
10. Develop an understanding and itinerary of the process for procuring e-waste import permissions.
11. Inventory of the e-waste disposal mechanisms.
12. Study the evolution of e-waste management rules and its implementation- Hazardous Waste Rules, 2008, E-waste (Management and Handling) Rules, 2011; and E-Waste (Management) Rules, 2016
13. Study the international laws on e-waste management- the international legislations: The Basel Convention; The Bamako Convention; The Rotterdam Convention; Waste Electrical and Electronic Equipment (WEEE) Directive in the European Union; Restrictions of Hazardous Substances (RoHS) Directive

Teaching and learning interface for practical skills:

To impart training on technical and analytical skills related to the course objectives, a wide range of learning methods will be used, including (a) laboratory practicals; (b) field-work exercises; (c) customized exercises based on available data; (d) survey analyses; and (e) developing case studies; (f) demonstration and critical analyses; and (h) experiential learning individually and collectively.

Prospective sector(s):

- Electric and electronic industries,
- E-waste Recycling Unites,
- Private entrepreneurs,
- Environmental consultancies,
- Pollution Boards, and
- Environmental NGOs

Suggested Readings:

- Hester, R.E. and Harrison, R.M., 2009. Electronic Waste Management: Design. Analysis and Application. Royal Society of Chemistry Publishing. Cambridge, UK.
- Fowler, B.A., 2017. Electronic Waste: Toxicology and Public Health Issues. Academic Press.
- Gaidajis, G., Angelakoglou, K. and Aktsoglou, D., 2010. E-waste: environmental problems and current management. Journal of Engineering Science and Technology Review, 3(1), pp.193-199.
- Janyasuthiwong, S., 2020. Metal Removal and Recovery from Mining Wastewater and E-waste Leachate. CRC Press.

Examination scheme and mode:

Evaluation scheme and mode ll be as per the guidelines notified by the University of Delhi.

Advanced Spreadsheet Tools

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Advanced Spreadsheet Tools	2	0	0	2	Class XII	Basic Knowledge of MS Excel

Learning Objectives

The Learning Objectives of this course are as follows:

- To enable the students to use Excel for advanced data analysis
- To equip the students to with automation skills on excel
- To enable the students to use excel for informed decision making.

Learning outcomes

The Learning Outcomes of this course are as follows:

- By studying this course, students will be able to make meaningful representations of data in the form of charts and pivot tables.
- By studying this course, students will be able to draw analysis on data using spreadsheets and use interpretation to make decisions.
- By studying this course, students will be able to generate word documents with appropriate formatting, layout, proofing.
- By studying this course, students will be able to manage data for generating queries, forms and reports in a database.

SYLLABUS

Unit 1: Excel Advanced Techniques (12 hours)

Templates, Efficiency, and Risk (Standard Deviation, Variance, and Coefficient of Variation), Data Validation; *Functions and Power functions, Array Formulae (Frequency Distribution, mode.mult, mode.sngl), Tables, Advanced Range Names, What–if-analysis: Goal-seek, Data tables, and Scenario Manager; Data analysis ToolPak: Descriptive Statistics, Moving averages, Histogram, Covariance, correlation, and Regression analysis (only for projection); solver add-in. Problem Solving using Solver (optimal product mix, workforce scheduling, transportation, capital budgeting, financial planning), Integrating excel with other tools: MS word, outlook, PowerPoint, Access, Power BI.

Unit 2: Excel Interactivity and Automation (16 hours)

Index and Match, Offset, Dynamic Charting, Database functions, Text functions, and Error functions: IfError, IsError, Aggregate, Circular Reference, Formula Auditing, Floating-Point Errors, Form Controls (Button, Combo, Check box, Spinner, List, Option), Visual Basic (only basic). Recording Macros, Absolute and relative macros, editing macros, Use of spinner

buttons and command buttons; Sub Procedure, Function Procedure (creating New Functions); Working with Loops: Do_while loop, For_Next loop; Creating User Forms: Message Box, Input Box; If_Then_Else.

Unit 3: Introduction to VBA (16 hours)

Conditional Formatting, Charts that Inspire (Waterfall, Column, Line, Combo, Thermometer, Scatter, Histogram) Slicers, Sparklines, Graphics Tricks and Techniques, Worksheet Automation using Macros: Absolute and relative macros, editing macros, Creating new functions using macros, Use of spinner buttons and command buttons.

Unit 4: Data Analysis and Decision-Making (16 hours)

Working with External Data, Advanced Uses of PivotTables, PowerPivot, Reporting with PowerPivot, Power query, Dashboard, Creating a spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll Accounting; Capital Budgeting (NPV & IRR), Portfolio Management, Breakeven analysis, and Sensitivity analysis; Operations Management: Constraint, Forecasting & Trend Analysis optimization, Assignment Problems; Depreciation Accounting (Single Method); Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression Analysis

Essential/recommended readings

- Excel 2016 Power Programming with VBA, Michael Alexander, Dick Kusleika, Wiley.
- Financial Analysis and Modelling Using Excel and VBA, Chandan Sengupta, Second Edition, Wiley Student Edition.
- MS Excel 2016, Data Analysis & Business Modelling, Wayne Winston, PHI.

Suggestive readings

- Microsoft Excel 2016 - Data Analysis and Business Modelling Paperback – 1 May 2017 Wayne L. Winston, Microsoft Press.
- Microsoft Excel Practical Formulae: From Basic Data Analysis to Advanced Formulae
- Manipulation Diane Griffiths.

Examination scheme and mode:

Evaluation scheme and mode will be as per the guidelines notified by the University of Delhi.