Certificate/ Diploma Programme in Office Automation and E-governance

Objective of the Course:

- The major objective of this course is to impart practical training to students with Computer Hardware components, its working and various system applications.
- To impart knowledge about the Internet, web surfing and E-mail
- To train the students in Microsoft Office which has different components like MS Word, MS Excel and Power point.
- To develop knowledge of e-governance and latest global trends in e-governance
- To provide practical training of office automation tools, Internet and internet tools.
- The course also helps the candidates to get acquainted with IT and ITeS.
- The course is highly practice oriented rather than regular class room teaching.

Learning outcomes:

- After completion of this course the students would be able to work in office, handle documents, spreadsheets, make presentations and communicate through internet.

Duration of the course:

1) Certificate course: 6 months

2) Diploma: 12 months

Eligibility: Any student enrolled in degree program of the college.

Outline of the Course:

Sr. No.	Topics	
Topics covered under Certificate Course are Sr No. 1,2 and 3		
1	GC-OA-01T Data Entry & Computer Application GC-OA-01P Data Entry & Computer Application	Credits: 6 (4 Th. 2 Lab)
2	GC-OA-02T Automation Tools GC-OA-02P Automation Tools Lab	Credits: 6 (4 Th. 2 Lab)
3	GC-OA-03T Office Equipment & Secretarial Tasks	Credits: 6
Topics covered under Diploma Course are Sr No. 1,2,3,4,5 and 6		
4	GC-OA-04T Basic Communication skills	Credits: 6
5	GC-OA-05T Office Operations & Office Management GC-OA-05P Office Operations & Office Management Lab	Credits: 6 (4 Th. 2 Lab)
6	GC-OA-06T E-Governance	Credits: 6

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Data Entry & Computer Application

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 4
Pass Percentage: 40%

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

Section A

Unit I: Computer Memory: Representation of information: BIT, BYTE, Memory, Memory size; Units of measurement of storage; Main memory: main memory organization, RAM, ROM, PROM, EPROM

Unit II: Computer languages: Machine language, assembly language, higher level language, 4GL. Introduction to Compiler, Interpreter, Assembler, System Software, Application Software.

Unit III: Introduction to Internet, WWW and Web Browsers, Creating and using emails and social media platforms, ISP; Knowing the Internet; Web Browsing software's, Search Engines; Understanding URL Domain name

Section B

Unit V: IP Address; Using e-governance website Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails

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Unit VI: Word Processing Package: Opening, saving and closing an existing document; renaming and deleting files; Using styles and templates: Introduction to templates and styles; applying, modifying

Unit VII: Using a template to create a document, creating a template, editing a template, organizing templates, examples of style use, Changing document views

Unit VIII: Working with text: select, cut, copy, paste, find and replace, inserting special characters, setting tab stops and indents, Formatting text, formatting paragraphs, Formatting pages: Using layout methods, creating headers and footers, Numbering pages.

Suggested Reading:

1. Pradeep K., Sinha, Computer Fundamentals : Concepts, Systems & Applications- 8th Edition
2. Rajaraman V, Fundamentals of Computers-6th Edition
3. RS Salaria, Computer Fundamentals 1St Edition 2017
4. Archana Kumar, Computer Basics with Office Automation, 2013
5. Angeline D Magdalene Delighta, Exploring of Computer fundamentals and office automation I LAP Lambert Academic Publishing

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Data Entry & Computer Application Lab

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 2
Pass Percentage: 40%

The programs in lab will be based on the contents covered in the theory syllabus.

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Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 4
Pass Percentage: 40%

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

Section A

Unit I: Word processing: Formatting a Document, Using AutoCorrect, Proofing a Document with Spell and Grammar Check, Finding and Replacing Text, Improving the Look of a Document, Inserting Graphics, Inserting Table

Unit II: Adding comments to a document, Creating a table of contents, Creating indexes and bibliographies, Printing a document, Tracking changes to a document.Mail Merge

Unit III: Select, cut, copy, paste, find and replace, inserting special characters, setting tab stops and indents

Unit IV: Creating a table of contents, Creating indexes and bibliographies, Printing a document, Tracking changes to a document

Section B

Unit V: Formatting Text: Using RIGHT, LEFT, and MID functions; format text by using UPPER, LOWER, and PROPER functions

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Unit VI: SPREADSHEET PACKAGE: Introduction to Spreadsheets, Using Formulas in Excel, Understanding Cell Referencing in Excel, Editing a Worksheet, Formatting and Printing a Worksheet

Unit VII: Use of Simple Statistical Functions, What-if Analysis and Data Tables in Excel, Working with Graphs and Charts.

Unit VIII: PRESENTATION PACKAGE: Introduction to PowerPoint, Different Views of a Presentation, Editing a Presentation, Adding Special Effects in a presentation.

Suggested Reading:

1. Archana Kumar, Computer Basics with Office Automation, 2013
2. Angeline D Magdalene Delighta, Exploring of Computer fundamentals and office automation I LAP Lambert Academic Publishing
3. Dr. P. Rizwan Ahmed, Office Automation I Margham Publications; 2016th edition

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Office Automation Tools Lab

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 2
Pass Percentage: 40%

The programs in lab will be based on the contents covered in the theory syllabus.

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 6
Pass Percentage: 40%

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
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5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

Section A

Unit I: Office Machines and equipments: Importance, objectives of office machines, Office Safety and Security: Meaning, importance of office Safety, safety hazards and steps to improve office safety, Security hazards and steps to improve office security

Unit II: Characteristics of Computers, Hardware, Software, Machine Language, Assembly Language and Assembler, High Level Language and Compiler v/s Interpreter.

Unit III: Input Devices: Keyboard, Mouse, Joystick, Track Ball, Touch Screen, Light Pen, Digitizer, Scanners, Speech Recognition Devices

Section B

Unit IV: Optical Recognition devices – OMR, OBR, OCR. Output Devices: Monitors, Impact Printers - Dot matrix, Character and Line printer, Non Impact Printers – DeskJet and Laser printing, Plotter.

Unit V: Measurement of Office Work , Importance, purpose, difficulty in measuring office work. Different ways of measurement, setting of work standards, benefits of work standards.

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Unit VI: Techniques of setting standards, Office Manuals: Meaning, need, types of office manuals and steps in preparing of office manuals.

Suggested Reading:

1. Pradeep K., Sinha, Computer Fundamentals : Concepts, Systems & Applications- 8th Edition
2. Rajaraman V, Fundamentals of Computers-6th Edition
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