மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்

MANONMANIAM SUNDARANAR UNIVERSITY

SYLLABUS FOR CERTIFICATE IN COMPUTER USAGE FOR OFFICE MANAGEMENT PROGRAM OFFERED THROUGH DIRECTORATE OF VOCATIONAL EDUCATION (COMMUNITY COLLEGES AND VOCATIONAL SKILL DEVELOPMENT CENTRES) FROM 2019 - 2020

கல்விசார் நிலைக்குழுக் கூட்டம்

MEETING OF THE STANDING COMMITTEE ON ACADEMIC AFFAIRS HELD ON WEDNESDAY THE 22nd JANUARY 2020.

CERTIFICATE IN COMPUTER USAGE FOR OFFICE MANAGEMENT

அலுவலக மேலாண்மையில் கணினிப் பயன்பாடு சான்றிதழ் படிப்பு

SCHEME OF EXAMINATION

Subject Code	Title of the Course	Credit	Hours	Passing Minimum
C19OM11/E19OM01	Fundamentals of Computer	6	90	40/100
C19OM12/E19OM02	Office Automation and Page Designing	6	90	40/100
C19OMP1/E19OMP1	Practical I-Computer Lab E-Commerce	4	120	40/100
C19OMP2/E19OMP2	Practical II-Computer Lab MS-Office & Page designing	4	120	40/100
C19OMPW/E19OMPW	Internship and Project	10	150	40/100

Eligibility for admission: Pass in 10th std examination conducted by the Govt. of Tamil Nadu Board of Secondary Education, Government of Tamil Nadu or any other equivalent examination.

Examination: Passing Minimum for each Course is 40%. Classification will be done on the basis percentage marks of the total marks obtained in all the Courses and as given below:

40 % but less than 50 %   - Third class
50 % but less than 60 %   - Second class
60 % and above   - First class

SYLLABUS

Course I   : Fundamentals of Computer
Course II   : Office Automation and Page Designing
Course III   : Practical I-Computer Lab E-Commerce
Course IV   : Practical II-Computer Lab MS-Office & Page designing
Course V   : Internship and Project

Program Objectives

- After completion of the Six months Certificate in Computer Usage in Office Management course, the outgoing students gets considerable practical knowledge in the application of computer and through which they can handle all kind of activities like designing, reporting, recording the data, manipulating the data, etc. of all kind of business and non-business entities.
- The out comers can get job opportunities in all kind of organizations where ever the management depending computerized reports and supports. They can perform as programmers, Web designers, Document Designers, Data entry operators, office secretary, etc..

Course I
(C19OM11/E19OM01)Fundamentals of Computer

Objectives

- The course introduces the concepts of computer basics with particular attention to business functioning examples.

Unit I   **18 Hrs**
INTRODUCTION TO COMPUTER

Definition - Generation – Classification application – characteristics of computer – number system – data representation – hardware architecture – memory types – Basis functions of a computer – Various operator – Software – Software – system and application software – languages, packages – complier & interpreters – Microprocessor – Pentium series – operating system fundamentals – Windows 2000

Unit II   **18 Hrs**

Problem solving – concept of machine language – Assemble language – High level programming – Algorithms – Flowcharts – Structure of programming languages – Object Oriented Programming, Variable / constants – data types – operators – expressions – statements – control statements; conditional – loop – breaking control statement – strings handling and manipulation.

Unit III   **18 Hrs**
ARRAYS

Single and multidimensional array – Functions : type of functions virtual functions – inline function – friend function – Pointers; pointer declaration – pointers and functions – Structure declaration – Structures and functions

Unit IV   **18 Hrs**
CLASSES

Declaration – constructors – destructors – Inheritance : single inheritance – Multiple inheritance I/O streams files: Type of Stream – opening and closing files – input and output operation

Unit V   **18 Hrs**
C LANGUAGE:

Data Types, Operators and Expressions: Characer set, C identifiers and keywords; variables and constants; basic data type arithmetic, relational, logical and bit-wise operators; increment decrement and ternary operators; typedef, struct, enumerated data types; type conversion.

Reference Books:

- Programming with C++ - John R Hubbard, Tata McGraw , Hill & Co.
- Object Oriented Programming with C++ - E Balakurusamy TMH – 2003
- Fundamentals of Computers – 2014 by Rajaraman V, Adabala N

Course II

(C19OM12/E19OM02)**Office Automation and Page Designing**

Objectives

- 0ffice tools course would enable the students in crafting professional word documents, excel spread sheets, power point presentations using the Microsoft suite of office tools. To familiarize the students in preparation of documents and presentations with office automation tool
- To create documents and templates, add text into documents using method, and apply different formatting styles to characters and paragraphs in page maker software
- To import graphics, create objects using various tools, add effects to objects in PageMaker
- To create a book and export it into PDF by PageMaker
- To do multipage layout Design by PageMaker
- Students will gain a working knowledge of **Photoshop** and develop their skills in editing and altering photographs for through a basic understanding of the tool bar, layers, and the adjustments panel.
- **CorelDraw** enables students to acquire practical proficiency for work with 2D graphics. Students learn how to use all program features for implementation of their own ideas and projects and for poster presentation of various semester projects. Students learn the process of creative thinking and its ideas implementation, which must never be compromised due to graphic program features and its limits.

Unit I   **18 Hrs**
MS WORD
Introduction to word processor – Concept of MS word — toolbars – formatting — spelling & grammar – working with graphics & drawings – animating text – creating and customizing tables– conversion to their formats – newspaper column setting – word wrap pint – prepare envelop, mail merge – printing – page setup – adding header and footer – Bullet and numbering – border and shading table – short cut keys – working with chart – connection with web page

Unit II   **18 Hrs**
MS EXCEL
Introduction to worksheet – concept of MS Excel – creating, saving – opening, closing, editing workbooks setup of the page – formula and functions – shortcut keys – cell formatting worksheet – working with graphics – functions- macros – charts – printing.

Unit III   **18 Hrs**
PAGE MAKER
Introduction to Page Maker – Page setup – setting up ruler – Guides – new publication – font style, size – master page – creating a redesigned publication – adjusting letter spacing spell checking – indents control palette – duplication

and pasting – rotating object – locking objects – aligning objects – objects and control palette – generating table content – using color palette – applying shaping objects – manipulating text blocks – importing files – setting tabs and indents – formatting characters – formatting paragraphs – transforming object learning table editor – execution in menus – submenus.

Unit IV   18 Hrs
PHOTOSHOP

Photoshop introduction: Theory on graphic designing, Toolbars-Toolbox - Opening new and Existing File, Screen Modes, Standard Screen Mode, Full Screen Mode with Menu Bar, Creating Document Window -Working with Selections - Transforming a Selection - Setting the Current Foreground and Background Colors through Pen tool - Stationary Items, Advertising Items - Working with color mode - Mastering Layers in Photoshop - Layer Style and Filter Effects - Layer Style and Filter Effects - Automation, 3D and printing in Photoshop

Unit V   18 Hrs
CORAL DRAW

Corel Draw Interface - Tool Box - Moving from Adobe Illustrator to Corel Draw - Drawing and Coloring: Selecting Objects - Creating Basic Shapes - .Mastering with Text Introduction - Text Tool - Artistic and paragraph text - Formatting Text - Embedding Objects into text - Wrapping Text around Object - Linking Text to Objects   .Applying Effects -: Power of Blends – Distortion - Contour Effects - Envelopes - Lens effects - Transparency - Creating Depth Effects - Power Clips - Working with Bitmap Commands: Introduction - Working with Bitmaps - Editing Bitmaps - Applying effects on Bitmaps - Printing.

Reference Books:
- MS Office 2000 for every one – Sanjay Saxena, Vikas Publications
- Page Maker – William B Sanders
- Computer Basics with Office Automation – Archana Kumar
- Photoshop CS6 in Simple Steps – DT Editorial Services
- Corel DRAW Training Guide – Prof. Satish Jain, M Geetha

<div align="center">

Course III
Practical I
(C19OMP1/E19OMP1) Computer Lab E-Commerce

</div>

Objectives
- To understand the interest and opportunity of e-commerce
- To know hot to plan and how to manage e-commerce solutions
- To apply processes of e-commerce and to analyze and understand the human, technological and business environment associated with e-commerce
- To know how to use technologies to build e-commerce websites
- functions.

List of Exercises

Sl.No	Lab Activities	Assignment
1	Introduction to e-business E-Commerce versus E-business Evaluation of web technologies	Reading from book
2	Designing a Website Working with Client side Scripting Creating blogs Pinterest – *https//business.printerest.com*	Creating a business plan
3	Working with HTML Tgs Validation using Java Script Designing online store	Designing and developing online store
4	Designing of e-commerce Website Creating Shopping chart using shopify Wix.com	Review of e-commerce Websites Creating shopping cart using shopify Blogger.
5	Understanding payment gateway using PHP My SQL	Review of online payment systems
6	Promoting Site-search Engine Optimization e-Marketting – Adding business to google Pay-per-click ecommerce advertising- google AdSense Using Social media tools for promoting Business like Social Mention, Addict-o-matic, topsy	Review of Search engines Working with Social networks sites for promoting business; Assignment for review and study of E-Commerce websites.
7	A Project about developing e-commerce/e-business Website	Project

1)Introduction to E-Commerce: Defining Commerce; Main Activities of Electronic Commerce; Benefits of E-Commerce; Broad Goals of Electronic Commerce; Main Components of E-Commerce; Functions of Electronic Commerce – Communication, Process Management, Service Management, Transaction Capabilities; Process of E-Commerce; Types of E-Commerce; Role of Internet and Web in E-Commerce; Technologies Used; E-Commerce Systems; Pre-requisites of E-Commerce; Scope of E-Commerce; E-Business Models.

2)E-Commerce Activities: Various Activities of E-Commerce; Various Modes of Operation Associated with E-Commerce; Matrix of E-Commerce Types; Elements and Resources Impacting E-Commerce and Changes; Types of E-Commerce Providers and Vendors; Man Power Associated with E-Commerce Activities; Opportunity Development for E-Commerce Stages; Development of E-Commerce Business Case; Components and Factors for the Development of the Business Case; Steps to Design and Develop an E-Commerce Website.

3)Internet – The Backbone for E-Commerce: Early Ages of Internet; Networking Categories; Characteristics of Internet; Components of Internet – Internet Services, Elements of Internet, Uniform Resource Locators, Internet Protocol; Shopping Cart, Cookies and E-Commerce; Web Site Communication; Strategic Capabilities of Internet.

4)ISP, WWW and Portals: Internet Service Provider (ISP); World Wide Web (WWW); Portals – Steps to build homepage, Metadata; Advantages of Portal; Enterprise Information Portal (EIP).

5)E-Commerce & Online Publishing: This unit explains the concept of online publishing, strategies and approaches of online publishing, and online advertising.

Reference Books

- "Failing to Succeed: The Story of India's First E-Commerce Company" by K Vaitheeswaran
- "E – Commerce: Strategy, Technologies and Applications"by David Whiteley

<div align="center">

Course IV
Practical II
(C19OMP2/E19OMP2**) Computer Lab MS-Office & Page designing**

</div>

Objectives
- Computer practical lab on MS Word, MS excel, Power point, PageMaker, Photo shop and Coral draw.

MS Word Record
➢ Circular Notice to Customers for offering price reduction
➢ Drafting letter for attending meeting with Agenda
➢ Drafting Minutes of a board meeting
➢ Draft an Advertisement in Newspaper
➢ Draft a Model Complaints Letters
➢ Designing Letter head by the use of Word Art with content in Header & footer
➢ Designing Business document like, Receipt, Vouchers and invoice
➢ Resume Writing by the use of word format
➢ Writing a Leave letter using
➢ Sent a circular letter about bonus to the employees through Mail Merge using MS – Word.

MS Excel Record
➢ Preparation of Financial Statements of a Business from the given trail balance
➢ Preparation of a cost sheet of a Manufacturing company from given data
➢ Draft a format for Stock Register and Stock Ledger
➢ Computation of Income tax liability of an Individual with available data
➢ Preparation of Depreciation schedule of a company with available data
➢ Preparing Monthly Salary Statement of an organization employing 15 Staff and workers with available information.
➢ Calculate the simple Interest by using formula of MS Excel
➢ Calculate the compound Interest by using formula of MS Excel
➢ Prepare a sales report and fixing sales incentive by applying excel formula and function options with available required data of an organization
➢ Prepare Pie chart and Bar Chart of Different Expenses of a family for a given period

Exercise on Power point for Record:
- To prepare a simple presentation using MS Power point
- To prepare a presentation with Layouts and Themes using MS Power point
- To prepare a presentation using Smart Art Diagrams, Clip Art and Pictures using MS Power point
- To prepare a presentation with Animation Effects and Transitions

Photo shop & Coral draw

1. Open the picture paintings.jpg in Photoshop. Use the rectangular selection tool to select the square painting, and copy it.

2. Open the picture wall.jpg in Photoshop (without closing paintings.jpg). Paste the square picture onto the wall. Once you've pasted it there, use the Move Tool to place the painting near the right-hand edge of the wall.

3. Use the elliptical selection tool to select the round painting in the picture pictures.jpg. Cut it out.

4. Paste the round painting into the picture wall.jpg. Use the Move Tool to place it near the left-hand edge of the wall.

Course V

(C19OMPW/E19OMPW)Internship and Project

Objectives

- The internship provides a variety of benefits for outcomes who want to broaden their changes for landing a job and jump-starting their careers. Internships the outcomes a taste of what a profession is like, help them in their career.
- Enhance the knowledge of each student in the area of study.
- Enrich the professional skills by giving more exposure to practical work experience
- Increase the potential of students by working on real time projects
- Ensure industry level training with the detailed syllabus framed as per current industry requirements

Area of Skill application:

a) Page design:

Graphic design internship- projects that focus on nearly every aspect of a business's visual design strategies - creating graphic and video content- template design - web design work, and many more exciting tasks in industries that best matches the students' career goals.

b) Data Entry Operation:

Data entry is the act of entering information into electronic formats by using word processing or accounting data processing software hosted on a computer and it's data entry operators who perform these tasks. Though "data entry" sounds technical, students can get many of these jobs with no previous experience. In fact, beginner-level jobs in the data entry field are available even for those with no previous experience.

c) Jr. Software Developer

A front-end development intern with a fundamental understanding of full-cycle web development and passion for great design, user experience and site usability is the requirement of Software development organisation. A successful candidate will possess fluency with CSS, HTML and JavaScript.

d) E-Commerce

This E-commerce Internship will involve working with Ecommerce Team and contribute to seasonal assortment and customer experience. Everyday will be very unique with projects ranging from vendor outreach, proposed product assortments, brand research, customer service and site improvements.