



Shri Lal Bahadur Shastri National Sanskrit University
(Central University)

B-4 Qutub Institutional Area, New Delhi- 110016

अंशकालिक कार्यक्रम
(प्रमाण पत्रीय एवं डिप्लोमा)

Part Time
Programmes
(Certificate & Diploma)

Annexure: -I

1. CERTIFICATE COURSE IN OFFICE AUTOMATION

Paper-I: Computer Fundamental & MS Office (100 Marks- 06 Credits)

- a. Fundamentals of Computers
- b. MS-Windows/Linux
- c. MS-Office

Paper-II: DTP & Internet (100 Marks- 06 Credits)

- c. Desktop Publishing
- d. Internet and Multimedia

Paper -I (Course Contents)- 6 Credit:

Theory - 05 Credits (80 Marks)
Practical - 01 Credit (20 Marks)

- Fundamentals of Computers (01 Credit - 20 Marks)
 - What is a Computer?
 - Generations of Computers
 - Types of Computer Systems
 - Hardware- I/O devices, CPU, Storage Devices
 - Software
 - Memory
- MS-Windows/Linux
 - Turning on the computer
 - Exploring the Desktop
 - Working with Windows
 - Using My Computer
 - Shutting down Windows
 - Working with Folders
 - Working with files
 - Using Notepad
 - Using Shortcuts
 - Using WordPad
 - Creating a graphic using Paint
- **Ms Word (MS- Office included packages)** (01 Credit - 15 Marks)
 - *What is Word Processing?, Introduction, Creating New Documents, Saving, Closing and Opening files*
 - *Editing a Document, Formatting a Document, Working with graphics, Previewing and Printing a Document*
 - *Moving and Copying Selections, Finding and Replacing text, Inserting the Current Date*
 - *Modifying Page Layout, Creating Lists, Using AutoShapes, Spelling and Grammar, Creating a Simple Table*
 - *Creating Headers and Footers, Using Word Art, Inserting Symbols, Adding a Drop Cap*
 - *Using Mail Merge, Printing Mailing Labels*

W.D.
18/9/18

o **Ms Excel**

(01 Credit – 15 Marks)

- Brief Introduction, Features of Spreadsheet program, Parts of a worksheet
- Creating a new workbook, Entering and editing data, Saving , closing and opening a workbook
- Centering and Merging cells, Using formula, Using functions, Formatting the worksheet
- Previewing and printing, Learning about charts, Creating a chart, Customizing print settings

o **Ms Powerpoint**

(01 Credit – 15 Marks)

- Introduction to Presentation Graphics, Using the AutoContent Wizard
- View and edit a presentation, Save and open a presentation
- Delete, Move, and Insert slides, Size and move placeholders
- Run a slide show, Modify graphics objects and create a text box
- Changing the Presentation Design and Color Scheme
- Change slide and title masters, Adding animation, sound, transition and effects

o **Ms Access**

(01 Credit – 15 Marks)

- Brief Introduction, Introduction to Database Management System
- Creating a new database, Creating a Table, Entering and editing data
- Preview and print a table, Close and open a table and database
- Customizing and inserting fields, Finding and replacing data
- Sorting records, Using form wizard, Form, Queries and Report

PRACTICAL WORK : 20 Marks (01 Credit)

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Paper -II (Course Contents)- 6 Credits :

Theory - 05 Credits (80 Marks)
Practical - 01 Credit (20 Marks)

• Desktop Publishing

(01 Credit - 20 Marks)

○ PageMaker

- PageMaker Environment
- Typography and Type Editing
- Graphics and Images
- PageMaker Advanced

○ Photoshop

(01 Credit - 15 Marks)

- Photoshop-History & introduction,
- File menu, the tools, Drawing lines & shapes.
- Inserting picture and shapes, filling colors, text effects,
- working with layers, filters
- Creating design patterns,
- Photoshop presentations -static & dynamic presentation
- Creating animations using image ready,
- Creating animations & presentations.
- Tips and tricks in Photoshop.

○ Corel draw

(01 Credit - 15 Marks)

- Corel draw -An overview, menus and tools.
- Drawing -lines, shapes inserting-pictures, objects, tables, templates,
- Adding special effects, Exporting drawings, outlining & filling objects,
- Inserting symbols & Clip arts.
- Working in Corel draw presentation - Adjusting the position, resizing,
- positioning, merging; color shades & shadows working with advanced effects,
- Special interactive effects.
- *Creating- business cards, pamphlets, banners, news papers, books*
- *Shortcut*
- Keys in Corel draw.

• Internet and Multimedia

(01 Credit - 15 Marks)

- Internet Basics
- Navigating the Web
- Finding Information on the Web
- Communication Using e-Mail
- Playing/Downloading Songs & Videos

• PRACTICAL WORK : 20 Marks (01 Credit)

Reference Books:

Professional Office Procedure by Susan H Cooperman, Printice Hall, Information Technology:Principles , Practices and Oppertunities by James A Senn, Printice Hall, Fundamental of Computers - By V. Rajaraman B.P.B. Publications, Internet: the complete reference by Margaret Levine Young

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