

## CERTIFICATE COURSES

### **IT- C01 CERTIFICATE COURSE IN OFFICE AUTOMATION & E- GOVERNANCE**

Objective of the Course: To provide an in-depth training in use of Office Automation packages, internet and intranet tools, web hosting etc. Essential for a modern office for day to day office management, and e-governance. The course also helps candidates to get acquainted with IT and Cyber laws, Taxes, Financial rules to be followed in public and Private offices.

**Eligibility:** Passed 10+2 examination and Computer Literate

**Duration:** One year part time, 80 hrs of teaching

**Examination:** Examination will be conducted by a board consisting of an internal examiner and an external examiner on the basis of a MCQ on-line /off-line test of 1 hr duration (50 questions, 100 marks) and practical test of 3hrs (100 Marks). Total marks of the examination will be 200. Rs 200/- per candidate will be collected by the computer center

towards the MCQ based OMR/Online test in addition to the examination fee.

In order to eligible for the Certificate, candidate is required to score 50% of the total marks. Those who fail to get 50% marks will be required to reappear in the examination

## SYLLABUS

### **CERTIFICATE COURSE IN OFFICE AUTOMATION & E-GOVERNANCE**

**Computer & Internet:** Desktop computers, Block diagram of a computer, Input and output devices, memory and storage devices, different ports and its uses, Different type of printers. **Software:** OS, Windows OS, Application software. **Networking,** different LAN and WAN connections, connecting to a network, testing connection, Internet, IP address, Hypertext, Uniform Resource Locator, Web Browsers, IP Address, Domain Name, Internet Services Providers, Internet Security, Internet Requirements, Web Search Engine, Net Surfing, Internet Services.

**Windows XP:** Windows concepts, Features, Windows Structure, Desktop, Taskbar, Start Menu, My Computer, Recycle Bin, Windows Accessories- Calculator, Notepad, Paint, Wordpad, Character Map, Windows Explorer, Entertainment, Managing Hardware & Software- Installation of Hardware & Software, Using Scanner, System Tools, Communication, Sharing Information between programs.

**Word Processing; MS Word:** Features, Creating, Saving and Opening Documents in Word, Interface, Toolbars, Ruler, Menus, Keyboard

Shortcut, Editing, Previewing, Printing,& Formatting a Document, Advanced Features of MS Word, Find & Replace, Using Thesaurus, Using Auto- Multiple Functions, Mail Merge, Handling Graphics, Tables & Charts, Coverting a word document into various formats like- Text, Rich Text format, Word perfect, HTML,PDF etc.

**Worksheet- MS-Excel:** Worksheet basics, creating worksheet, entering into worksheet, heading information, data, text, dates, alphanumeric values, saving & quitting worksheet, Opening and moving around in an existing worksheet, Toolbars and Menus, Keyboard shortcuts, Working with single and multiple workbook, working with formulae & cell referencing, Auto sum, Coping formulae, Absolute & relative addressing, Worksheet with ranges, formatting of worksheet, Previewing & Printing worksheet, Graphs and charts, Database, Creating and Using macros, Multiple worksheets- concepts, creating and using.

**MS Power Point:** Creating slide show with animations.

Autocentnt Wizard,creating a lank presentation, autolayout, Power point screen:screen layout and Views, insert a newslide,applying design template, changing slide layout,reordering and hiding slides, slide show and editing custom slide. Resizing a text box ,Text box properties,Delete a text bo,Bulleted lists,Numbered lists,Adding notes,Video and Audio, Adding text Editing options,Formatting text,Replace fonts,Line spacing ,Change case Spelling check, Color schemes , Adding clip art,Adding an image from a file Editing graphic,AutoShapes,WordArt,Backgrounds, Action buttons Slide animation Animation preview Slide transitions Slide show options Slide master Header and footer Slide numbers Date and time

## Database Management & MS ACCESS

**Database Basics:** Databases, Records · Fields, data types, Database Types · Library Catalogues

Introduction into Microsoft Access, Starting Up Microsoft Access, Creating New, and Opening Existing Databases, Creating a database using a wizard, Creating a database *without* using a wizard, Tables - What they are and how they work, Create a table from scratch in Design view, Primary Keys, Switching Views, Entering Data, Manipulating Data, Advanced Table Feature Examples, Relationships - How to link multiple tables together, Forms - What they are and how they work, Creating A Form Using A Wizard, Reports - What they are and how they work, Creating A Report Using A Wizard, Creating Mail Merge Labels using a Wizard

## Intranet & E-governance

Intranet tools: E-mail: Anatomy of e-mail, e-mail address, finding e-mail address, adding signature, attaching files, opening attachments, managing e-mail account, Web mail, Case study: Yahoo Mail, Outlook express.

FTP, ftp commands, ftp software, Telnet, using telnet,

Web pages, HTML, basics of HTML. MS Front page: Page Properties, Text, Hyperlinks, Tables, Graphics and Pictures, Miscellaneous, Shared borders, Navigation bars, Cascading Style Sheets, Themes, Frames, Components, Forms, create web site. Uploading and downloading files. Portals, creating portals, digital signature, computer virus and antivirus software

**E-governance:** E-government, need of e-governance, e-assistance, e-democracy, e-administration, citizen services, e-procurement, Mobile government, Law and policies, IT Act, Right for Information Act, Introduction to various TAX Payable, Purchase & Tender procedures and E-filing of Information.

E-governance implementations: Software and Hardware required for E-governance Implementation, E-governance in a Small Office, Web Portal for E-governance, E-governance for Public utilities, E-governance in a Medium Enterprise, E-governance & Finance, E-Tender & Web E-governance efforts of State Government of Rajasthan, Andhrapradesh Model.

### **Reference Books**

Professional Office Procedure by Susan H Cooperman, Printice Hall

Information Technology: Principles, Practices and Opportunities by James A Senn, Printice Hall

Technology And Procedures for Administrative Professionals  
by Patsy Fulton-Calkins, Thomson Learning

Public Information Technology and E-Governance: Managing the Virtual State (Paperback) by G. David Garson