

**REGULATIONS AND SYLLABUS
FOR
DIPLOMA IN COMPUTER FUNDAMENTALS**

Offered by

**BHARATHIYAR UNIVERSITY, COIMBATORE
FROM 2010-2011**

Under the

**CENTRE FOR COLLABORATION OF INDUSTRY AND
INSTITUTIONS (CCII)
COLLABORATIVE PROGRAMME**

Bharathiyar University, Coimbatore-641046.
CENTRE FOR COLLABORATION OF INDUSTRY AND INSTITUTIONS
(CCII)

DIPLOMA IN COMPUTER FUNDAMENTALS
REGULATIONS AND SYLLABUS

REGULATIONS

1. Description of course/objective of the course

This course is designed to prepare technicians with specialized skills, knowledge and attitude to work in finance and accounting field. The program will be conducted by any one of the approved by Bharathiyar University.

2. Eligibility

- a. A pass in 12th Examination or Equivalent Examination recognized by University Tamil Nadu Government

3. Duration of the Course

The Course shall extend over a period of 12 months.

4. Courses and Scheme of examination

Course No	Course Title	University examination		Credit
		Internal	External	
Paper.1(Theory)	Microsoft word	50	50	4
Paper.2(Theory)	Microsoft power point	50	50	4
Paper.3(Theory)	Microsoft excel	50	50	4
Paper.4(Theory)	WINDOWS	50	50	4
Paper.5(Theory)	Microsoft ACCESS	50	50	4
Paper.6(Theory)	Communicative English	50	50	4

5. Practical Training

Being a practical oriented program, the focus will be more on practical training. The candidate shall undergo practical training of the computer laboratory.

6. Requirement to appear for examination

Candidate should put in a minimum of 90% attendance to appear for the examinations.

7. Passing minimum

To pass

- A candidate shall secure a minimum of 50% in the University examination for practical and overall 50% in each of the paper (Internal/ External) to pass the examination. A Candidate failing in any one of the components has to reappear for that particular component in the supplementary examinations.

8. Classification of successful candidate

- A candidate who obtains 75% and above, aggregate in theory and practical examinations, in the first attempt shall be deemed to have passed the examination with distinction.
- A candidate who obtains from 60% to 74% of the aggregate in theory and practical examinations, in the first attempt shall be deemed to have passed the examination in the first class.
- Other Successful candidates shall be declared to have passed the examination in the second class.

9. Conferment of degree

A candidate who has passed all the examinations as prescribed shall be eligible to receive the “**DIPLMA IN COMPUTER FUNDAMENTALS**” from BharathiyarUniversity.

10. Course Material

Course Material shall be supplied by HIS Publications.

11. Revision of Regulation and syllabus

The syllabus and regulations of the courses are subject to modification by the university whenever necessary.

12. Question paper pattern

Theory examination will be for 100 marks with the following components which will be converted into 60 marks.

- Multiple Choice / one word answers: $20 \times 1 = 20$ marks(no choice)
- Short notes(100 words / one paragraph): $5 \times 6 = 30$ marks (either or type)
- Descriptive(300 words / one $\frac{1}{2}$ page): $5 \times 10 = 50$ (either or type)

Paper.1(Theory)
MICROSOFT WORD

Overall objective:

At the end of the program the students will be able to understand the fundamentals MS WORD

Specific objective:

Student will be able to understand the operations of MS WORD- (EDITING, FORMATING, INSERTING).

UNIT 1:

INTRODUCTION TO MS WORD-Opening MS-WORD, Parts of MS-WORD,TYPING THE TEXT-Option to Type Text, Saving, Opening & Closing, COMMON EDIT FUNCTION-Selection Text, Copying Text, Moving Text & & Change Case,

UNIT 2:

TEXT EDITING-Working with Multiple Documents, Moving around the Documents, Correcting Mistakes, Inserting Text, Insert & Type over mode, Spell Check

UNIT 3:

COMMON FORMATING FUCTIONS-Working with Alignment, Working with Indentation, Working with Highlight, Working with Font,

UNIT 4:

FIND & REPLACE, FORMATING THE PARAGRAPH,SPECIAL SYMBOLS & TABLES, Bullets & Numbering, Tables.

UNIT 5:

INSERTING CLIPART & WORDART, Picture & Drawing Tool Bar, PRINTOUT, HEADER & FOOTER.

Practical: (It will be assessed as part of internal assessment)

1. Type a Leave Letter in MS Word Using format/style/ modify format/text, set text to reasonably large such as 18-pt.
2. Set up one table, with shading and a minimum of 3 rows and 3 columns. List your favorite TV shows in the table.
3. Create a Small advertisement by inserting some pictures
4. Create a document with header and footer
5. Create a document having two columns with page number

Reference: HSI PUBLICATIONS

Paper.2(Theory)
MICROSOFT POWERPOINT

Overall objective:

At the end of the program the students will be able to understand the basics of Power Point

Specific objective:

Student will be able to work & design using Power Point.

UNIT 1:

Introduction-Opening new presentation, Parts of PowerPoint window, Opening saving and closing presentations,

UNIT 2:

Features of PowerPoint, Background design, Word art, Clip art, Drawings,3D settings,

UNIT 3:

Animations, Sound, Views, types of views,

UNIT 4:

Inserting and deleting slides, arranging slides, slides show, rehearsal, setup show, custom show,

UNIT 5:

Creating custom presentations, action setting, auto content wizard, working with auto content wizard,

Practical: (It will be assessed as part of internal assessment)

Create a Power point presentation of your school (Minimum 10 Slides)

Insert school picture

Insert School name at top with Bold font

Create a slide for the history of the school

Create a slide for the achievements of your school

Create a slide for the upcoming events of your school

Create a slide for Principal note

Create a slide for School toppers in the board exams

Apply transitions to all slides

Apply an audio sound to all slides

Reference: HSI PUBLICATIONS

Paper.3(Theory)
MICROSOFT-EXCEL

Overall objective:

At the end of the program the students will be able to understand the fundamentals **MS-EXCEL**.

Specific objective:

Student will be able to understand the various operations in **MS-EXCEL** and **how to use MS-EXCEL very efficiently.**

UNIT 1:

Introduction to MS-Excel, Introduction, Opening MS-Excel, Parts of MS-Excel Window.

UNIT 2:

Opening, Saving and Closing Workbook, Entering Data in Spreadsheet, Entering Numbers, Entering Texts, Entering Date and Time, Editing Data in MS-Excel.

UNIT 3:

Copying the Data, Moving the Data, Formatting the Data in MS-Excel, Formatting Tool bar, Drawing in MS-Excel, Drawing Tool bar, Formatting and editing the Worksheet,

UNIT 4:

Format cells window, Inserting Row and Column, Deleting Row and Column, Inserting Worksheet, Deleting Worksheet, Renaming Worksheet,

UNIT 5:

Formulas in MS-Excel, Creating simple formulas, Functions, Date Arithmetic, Working with Charts, Types of Charts, Inserting Charts, Formatting the Charts.

Practical: (It will be assessed as part of internal assessment)

1. Formatting the Date cell
2. Freeze and unfreeze the rows and columns
3. Insert and delete rows and columns
4. Create an Excel sheet for students mark sheet of 5 subjects. Calculate the average, total, pass/ fail using functions and formulas
5. Create a bar chart in Excel for year wise population status

Reference: HSI PUBLICATIONS

Paper.4(Theory)

WINDOWS

Overall objective:

At the end of the program the students will be able to understand the WINDOWS, NOTE PAD & WORD PAD.

Specific objective: Student will be able to understand the operations of windows operating system, Desktop, text editing and printouts in word pad & in note pad.

UNIT 1:

OPERATING SYSTEM-WINDOWS

TASKBAR, Working with Taskbar, Taskbar properties, Cascading Windows, Date & Time,

UNIT 2:

DESKTOP-Working with Desktop, Arrange Icons, Line up Icons,
NOTEPAD-Opening Notepad, Parts of Notepad, Functions of Notepad, Recalling Keyboard, Saving and Closing the Document,

UNIT 3:

TEXT EDITING-Cut, Copy, Paste, Working with Set Font, Word-wrap,
SEARCH & PRINOUTS-Working with Find option, Working with Replace option, Working with Print option,

UNIT 4:

WORD PAD-Wallpaper and Screensaver, Setting Wallpaper, Setting Screensaver,
Windows Applications_Creating Shortcut, Changing Icon, Creating New Icon Picture

UNIT 5:

Word pad_Opening Word pad, Working with Word Pad, Text Editing, Formatting the Text, Paragraph, Find & Replace, Printout,

Practical: (It will be assessed as part of internal assessment)

1. Open wordpad and create a file named "1.rtf". Again create another word file "2.rtf". In the similar way create "3.rtf" and "4.rtf" and cascade the files and also change the system date to Aug 15th 1947.
2. Create five folders in the names "a", "b", "c", "d", "e" and arrange the icons by name. Open notepad. Type the following "this is an exam" and save this document as "exam.txt" and close the program
3. Copy the text in exam.txt and create a new word file named "test.rtf" and use find and replace option. Find "This" and replace with "It" and print the document.

4. Use any image on the computer and set it as wallpaper and create a new folder named “new” and change the folder icon which has been set default by the system
5. Open word and type a paragraph about yourself and format the text using different fonts and take a print out.

Reference: HSI PUBLICATIONS

Paper.5(Theory)
MICROSOFT ACCESS

Overall objective:

At the end of the program the students will be able to understand the basics of MS ACCESS.

Specific objective:

Student will be able to work & design tables using MS ACCESS.

UNIT 1:

Introduction: What is Access, The many faces of Access , What is in an Access database file?, Learning objectives , Starting Access, Creating a new database, Opening an existing database , Importing data from other applications .

UNIT 2:

Compacting your database ,The database file in Access, Compacting a database , Renaming a database , Developing applications in Access, Use of linked tables, Application to the assignment ,

UNIT3:

Tables- Introduction: the importance of table design, Datasheet basics, Creating a new table, specifying the primary key, setting field properties, Using the input mask wizard,

UNIT 4:

Key terminology, Fields and field properties- Field names, Data types, “Disappearing” numbers in auto number fields, Input masks, Input

UNIT 5:

Relationships Introduction: The advantage of using tables, and relationships “Normalized” table design ,Creating relationships between tables ,Editing and deleting relationships Discussion One-to-many relationships Referential integrity, Application to the assignment

Practical: (It will be assessed as part of internal assessment)

1. Create a table for employee’s of a company having the following fields EmpName, EmpDOB, EmpSalary, EmpDept, EmpCode.
2. Insert 10 employee details in the employee table.
3. Set a primary key for a table and set auto increment property to true.
4. Create a table for employee’s personal details link this table with employee table.
5. Create a table for employee’s leave details and create one –to-many relationship from employee to employee leave table.

Reference: HSI PUBLICATIONS

Paper.6(Theory)
COMMUNICATIVE ENGLISH

Objectives

1. Acquiring a new perspective on communicative English
2. Improving and extending the range of communication in English.
3. Acquiring written and speech communication.

Unit I –Grammar in Use: Concepts

Parts of Speech, Tense and Aspect, Mood, Cause, Reason and Purpose, Agreement, Degrees of Comparison, Conditional clauses –Seeking Permission, Request, Command, Reprimand, etc

Unit II–Types of Communication

Verbal Communication –Non-Verbal Communication Language Variety – Geographical, Formal/In formal, Register, Dialect etc.

Unit III–Written Communication

Technical Writing (Writing Reports) Business Communication (letters, memos)

Unit IV–Interpersonal Communication

Dealing with Boss, Dealing with subordinates

Unit V–Oral Communication

Job Interviews, Public Speech, Group Discussions, Brain Storming

References:

- Developing Communication skills-Krishna Mohan & Meera Banerji, Macmillan India Ltd
- How to Write and Speak Better –Reader’s Digest, The Reader’s Digest Association Limited
- The Right Word at the Right Time-Reader’s Digest, The Reader’s Digest Association Limited
- Modern Linguistics, Prof. Krishnaswamy, S.K. Verma, Oxford University Press