SEMESTER- I
Paper (Vocational)
Course Title: MS Word

Programme/ Class: Certificate In Computer Applications In Offices	Year: First	Semester: I
Paper (Theory)	Subject: Computer Applications	
Course Title: MS Word		

Course Outcomes: This Robust learning package integrates key boarding essential word processing, document formatting, basics, and communication skill within a single text, along emphasis on honing skills by competing projects in a realistic office environment.

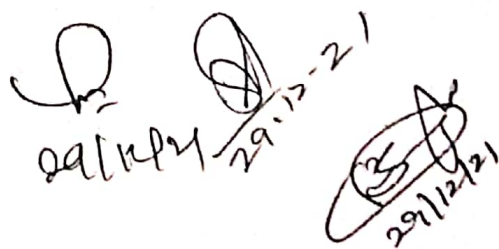| Credit: 1		
Max. Marks:		Min. Passing Marks:
Total No. of Lectures= 15		
Topics		**No. of Lectures**
1. Working with Documents: Opening and Saving files, Editing, text Document, Inserting, Deleting Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Sending files to others, Using Tool bars, Ruler, Using Icons, Using help.		3 Hours
2.Formatting Documents: : Setting Font styles, Font Selection – style, size, color etc, Type face- Bold, Italic, nderline Case setting, Highlighting, Special symbols, Setting paragraph style, Alignments, Indents, Line space, Margins, Bullets & Numbering .		3 Hours
3 Setting page style: Formatting page, Page tab, Margins, Layout settings, Border and Shading, Columns, Header nd footer Settings Foot notes &end notes- Shortcut keys: Inserting, Manual page break, Column break& line break, Wrapping, Setting Document Styles, Table of Contents, Index , Page Number, Date & Time, Author.		4 Hours
4.Creating Tables: Table settings, Borders, Alignments, Insertion, Deletion, Merging, Splitting, and Sorting.1		1 Hours
5.Drawing: Inserting Clip arts, Pictures/Files etc.		1 Hours
6.Tools: Word Completion, Spell Checks, Mail merge, Digital Signature.		2 Hours
7.Printing Documents: Shortcut keys.		1 Hours

PRACTICAL

Credit :2	
Total no. of Lectures = 30	
Topics	**No. of Lectures**
1. Preparing a Govt. Order/Official Letter/ Business Letter/ Circular Letter Covering formatting commands- font size and styles- bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.	6 Hours
2. Preparing a news letter: To prepare a newsletter with borders, to columns text, header and footer and inserting a graphic image and page layout.	3 Hours
2. Creating and using styles and templates: To create a style and apply that style in a document To create a templates for the styles created and assemble the styles for the template.	3 Hours
3. Creating and editing the table: To create a table using table menu To create a monthly calendar using cell editing operations like inserting, joining, deleting, Splitting and merging cells	5 Hours
4. Creating numbered lists and bulleted lists: To create numbered lists with different formats (with numbers, alphabets, roman letters) To create a bulleted a list with different bullet characters.	3 Hours
5. Printing envelopes and mail merge: To print envelopes with addresses and to addresses To use mail merge facility for sending a circular letter to many persons To use mail merge facility for printing mailing labels.	4 Hours
6. Using the special features of word: To find and replace the text To spell check and correct To generate table of contents for a document. To prepare index for a document	3 Hours
7. Create an advertisement: Prepare a resume.	3 Hours

Suggested Reading : 1. Word 2019 for Dummies by Dan Gookin.

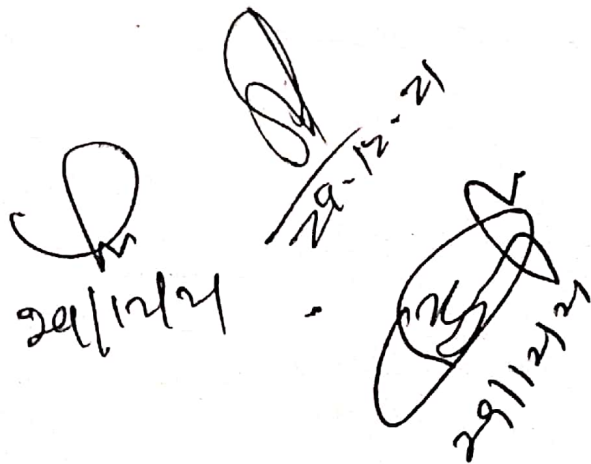**2.** Micro soft 2019 Step by step by Joan Lambert.

3. word for Beginners by M.L. Humphrey.

4. Microsoft word by Ramesh Bangia.

Suggested on line link:1. www.microsoft.com

2. www.computerhope.com

3. www.onenote.com

SEMESTER –II

Paper - (Vocational)

Course Title: MS Power Point

Programmes/ Class: Certificate in Computer Applications in Offices	Year: First	Semester: II
Paper- Theory Cousre Title: MS Power Point	Subject: Computer Applications	

Course Outcomes: this course prepares students for giving or creating presentation .Presentation provide a visual kick ,tools for collaboration, easy access or the ability to share information in interesting manner .it will even help such students to reduce speaking anxiety by drawing eyes away from speakers and towards a screen .

Credit 1		
Max. Marks:	Min. Passing Marks:	
Total No. of Lectures= 15		
Topics		No. of Lectures
1,Introduction to presentation: Open new presentation, Different presentation templates, setting backgrounds. Selecting backgrounds, selecting presentation layouts.		4 Hours
2. Creating a presentation: Setting presentation style, adding text to the presentation.		4 Hours
3. Formatting a Presentation: Adding style, Color, Gradient fills, Arranging objects, Adding Header & Footer, Slide Background, Slide layout.		3 Hours
4. Adding Graphics to the Presentation: Inserting Pictures, movies, tables etc. into presentation, Drawing Pictures using draw.		2 Hours
5. Adding Effects to the Presentation: Setting Animation and transition effect.		2 Hours

PRACTICAL

	Credit :2	
	Total no. of Lectures = 30	
Topics		**No. of Lectures**
1-Creating a new presentation based on a template – using Auto content wizard, design template and plain blank presentation		12 Hours
2-Creating a presentation with slide Transition = Automatic and Manual with different effects.		11 Hours
3-Creating a presentation applying Custom Animation effects- Applying multipleeffects to the same object and changing to a different effects and removing effects.		7 Hours

Suggested Reading :1-.Micro soft Power point Step by step by Joan Lambert.

2.Microsoft office PowerPoint Essentials by Joan Lambert

3.PowerPoint 2019 for dummics by Doug Lowc

4.Exploring Microsoft PowerPoint by Dr.RobertT.Grauer

Suggested On Line Link :1. https://zapier.com

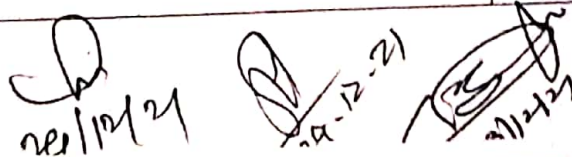2. https://blog.bit.ai

3. https://www.microsoft.com

SEMESTER- III

Paper (Vocational)

Course Title: MS Excel

Programme/ Class:Diploma In Computer Applications In Offices	Year: Second Year	Semester: III
Paper (Theory)	Subject: Computer Applications	
Course Title: MS EXCEL		

Course Outcomes: This course will enhance knowledge ability to calculate ,organize and evaluate quantities data .Student can better present their information all the way up.

Credit 1	
Max. Marks:	Min. Passing Marks:
Total No. of Lectures= 15	

Topics	No. of Lectures
1.Working with Spreadsheet: Spread Sheet and its Applications, Opening Spreadsheet , opening ,Saving files, setting Margins, Spreadsheet addressing , Rows, Columns and Cells, Referring Cells and Selecting cells- Shortcut Keys.	3 Hours
2. Menus: Main menu, Formula Editing, Formatting Toolbars, Using icons, Using help, Shortcuts.	2 Hours
3.Entering and Deleting Data: Entering data , Cut, Copy, Paste, Undo, Redo, Filling, Continuous rows, Highlighting values c Find, Search and replace, Inserting Data, Insert Cells, Column, rows and sheets, Symbols, Data from external files, Frames, Cli Clipart , Pictures, Files etc. Inserting Functions, Manual breaks.	3 Hours
4. Setting Formula: Finding total in a column or row, Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation), Using other Formulae	2 Hours
5.Formatting Spreadsheets: Labeling columns and rows. Formatting- Cell, row, column, and sheet , Category-Alignment, Boarder and shading, Hiding /locking cells, Anchoring objects, Formatting layout for Graphics, Clipart etc. Worksheet Row and Column Headers, Sheet name, Row height and Column width, Visibility- Row, Column, Sheet , Security, Sheet formatting and style, sheet background, color etc. Borders and Shading- Shortcut keys.	2 Hours
6.Working with sheets : Sorting, filtering, Validation,	1 Hours
7.Creating Charts: Drawing, Printing.	1 hours
8.Using Tools: Error checking, Spells check, Creating and Using Templates, Pivot Tables	1 Hours

PRACTICAL

Credit 2	

Total no. of Lectures = 30	
Topics	**No. of Lectures**
1. **Using formulas and Functions:**To prepare a Worksheet showing the monthly sales of a company in different branch offices (Showing Total Sales , Average Sales). Prepare a statement for preparing Result of 10 students in 5 subjects (using formula to get Distinction, I Class , II Class and fail under Result column against each student).	**11Hours**
2. **Operating to the sheets :**Finding , deleting and adding records, formatting columns, row height, merging, splitting columns etc. Connecting the Worksheets and enter the data	**4 Hours**
3. **Creating a chart :**To create a chart for comparing the monthly sales of a company in different branch offices.	**8 Hours**
4. **Sorting Data:** Sorting the data, Filtering Data and creation of Pivot tables.	**7 Hours**

Suggested Reading :1-Advance Excel Training Guide by Rita Arora
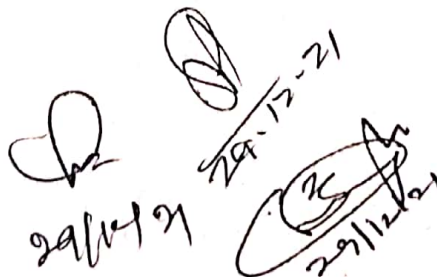
2.Excel 2019 All-in-one by Lokesh Lalwani.

3.Excel 2019 Bible by Michel Alexander.

4.Excel 2019 A Basic Guide for Beginner.. by Josh Macken .

Suggested On Line Link:1- https://blog.hubspot.com

2 https://Insightsoftware.com.

3. https://Zapier.com

SEMESTER- IV

Paper (Vocational)

Course Title: MS ACCESS

Programme/ Class: Diploma In Computer Applications In Offices	Year: Second	Semester: IV
Paper (Theory) Course Title: MS ACCESS	Subject: Computer Applications	

Course Outcomes: Information is the most valuable treasure and strongest weapons in present era. This course equipe student to store information for reference, reporting and analysis .Access can also overcome the limitation found when trying to manage large amounts of information.

Credit 1	
Max. Marks:	Min. Passing Marks:

Total No. of Lectures= 15	
Topics	No. of Lectures
1. Introduction to DBMS: Introduction to database management system, Planning a Database, Creating a New Database,	5 Hours
2. Database Management: Creating Tables, Working with Forms, Creating queries, Finding Information in Database, Types of Report, Creating Reports.	6 Hours
3. Printing & Print Preview : Importing data from other databases viz. MS Excel etc.	4 Hours

PRACTICAL

Credit 2	
Total no. of Lectures = 30	
Topics	No. of Lectures
1 Creating Student's address Database and then list the Data on the screen in alphabetical er.	9Hours
2 Performing various queries.	5 Hours
3 Generating Query in Access	6 Hours
4 Generating the Report from Database	6 Hours
5 Importing and exporting data.	4 Hours

Suggested reading:1-Access 2019 Bible by Micheal Aiexander and Dick Kusleika.

2.Microsoft Excel andAccess for beginners by Dr.R.Varalakshmi and Dr.k Arunachalam.
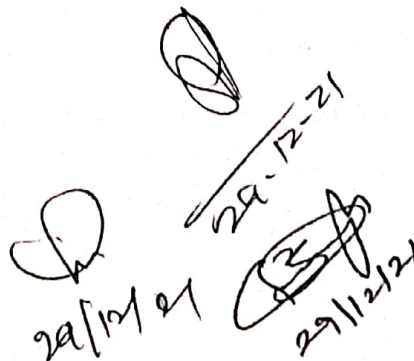
3.Database System : Design,Implimentions... by Carlos Coroml and Steven Marris

4.Access 2019 for dummies by Laurie Ann Ulrich&Ken Cook.

Suggested On Line Link: 1. . https://blog.feedspot.com

2.www.kohizion.com

3. . https://accessdatabasetutrial.com