Course Content

CERTIFICATE COURSES
IN
COMPUTER APPLICATION
(UNDER SELF FINANCING SCHEME)

COMPUTER CENTRE
SHRI LAL BAHADUR SHASTRI RASHTRIYA SANSKRIT VIDYAPEETHA

(DEEMED UNIVERSITY)
B-4, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016
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About the Centre :

The Centre has state of the art computing facilities with three fully furnished smart classrooms/labs for the students to carry out their practical assignments. The 1.0GBPS Internet facility has been provided to the whole campus of the Vidyapeetha under the NKN-ICT project of Ministry of HRD. A well equipped Library is also established in the Vidyapeetha with latest books in all subjects, journals and magazines etc. There is a dedicated server for imparting online teaching/training on through Virtual Class Room.

Contact persons :

Course Incharge :   Prof Sudeep Kumar Jain,

Mob : 9810660657, 46060706 (off.)

Coordinator   :   Mr. B.L.Verma

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Courses Offered

1. Certificate Course in office automation

- Program Code   : CCOA
- Duration   : 06 months
- (on weekend Day i.e Saturday & Sunday)
- Eligibility   : 12th pass onward
- Course fee   : Rs. 9000/-
- Admission   : in the month of Jan/July every year

2. Certificate Course in Computer Programming

- Program Code   : CCCP
- Duration   : 06 months
  (on weekend Day i.e Saturday & Sunday)
- Eligibility   : 12th pass onward
- Course fee   : Rs. 9000/-
- Admission   : in the month of Jan/July every year

3. Certificate Course in Web Designing

- Program Code   : CCWD
- Duration   : 06 months
- (on weekend Day i.e Saturday & Sunday)
- Eligibility   : 12th pass onward
- Course fee   : Rs. 9000/-
- Admission   : to be start form July,2016.

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- Office included packages)

  - ***Ms Word***   (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*

- *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*

- *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*

- **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)

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

2. CERTIFICATE COURSE IN COMPUTER PROGRAMMING

Paper-I: C&C++ Programming (100 Marks- 06 Credits)
  a. Fundamentals of Computers
  b. Programming with C/C++

Paper-II: Java & C# Programming (100 Marks- 06 Credits)
  c. Programming in C#.Net
  d. Programming with JAVA and HTML

Paper -I (Course Contents)- 6 Credits :

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

Fundamentals of Computer   (01 Credit, 20 Marks)
  o What is a Computer?
  o Generations of Computers
  o Types of Computer Systems
  o Hardware- I/O devices, CPU, Storage Devices
  o Software
  o Memory

C Programming   (01 Credit, 15 Marks)
  o Introduction to the C Language
  o Data Types and Variables, Operators
  o Input/Output Management
  o Control-flow Statements
  o Iteration
  o Modular Programming with Functions   (01 Credits, 15 Marks)
  o Arrays, Pointers, and Strings
  o Structures and Dynamic Memory Allocation
  o The Preprocessor and Multiple-file Compilation
  o File Input/Output

C++ Programming   (01 Credit, 15 Marks)
  o C++ Overview
  o Object Oriented Concepts
  o Inheritance
  o Polymorphism   (01 Credits, 15 Marks)
  o Exceptions
  o Project work

PRACTICAL WORK: 20 Marks (01 Credit)

Paper -II (Course Contents)- 6 Credits :

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

Core Java Programming with HTML   (01 Credit, 20 Marks)
- Introduction to Java
- Object Oriented Programming Concepts
- Inheritance & Packaging
- Handling Error/Exceptions
- Handling Strings
- Threads
- I/O and Streams
- Understanding core packages
- Holding Collection of data
- Java Applications
- Introduction to Java Applets
- Basic Networking Concepts   (01 Credit, 15 Marks)
- Basic of HTML   (01 Credit, 15 Marks)

Visual C#.NET   (01 Credit, 15 Marks)
- Creating Simple C# Programs
- Fundamental of C#
- Working with Classes
- Working with Methods
- Programming with Forms and Controls
- Writing Statements that Control Program Flow
- Using Types in C#   (01 Credit, 15 Marks)
- Programming with Exceptions
- Working with Interfaces
- Working with Arrays and Collections
- Working with Properties and Indexers
- Building and Deploying Assemblies

PRACTICAL WORK : 20 Marks (01 Credit)

Reference Books:
Let Us C By Yashavant P. Kanetkar, Programming in ANSI C By E Balagurusamy, Mastering C++ by Venugopal, Object Oriented Programming with C++ by E Balagurusamy, The Complete Reference by Schildt, Herbert, Java 2 Black Book by Steven Holzner, Programming with Java: A Primer by E. Balagurusamy, C# 4.0 The Complete Reference by Herbert Schildt, C# Black Book by Matthew Telles,

3. CERTIFICATE COURSE IN WEB DESIGNING

Paper-I: Computer Fundamental & Internet (100 Marks- 06 Credits)
   a. Fundamentals of Computers
   b. Awareness of Operating system
   c. Introduction to internet

Paper-II: Web Programming (100 Marks- 06 Credits)
   d. HTML, CSS, DHTML
   e. Java Script/ PHP
   f. Basics of Photoshop/flash/dream viewer

Paper -I (Course Contents)- 6 Credits :

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   (01 Credit, 15 Marks)
    - 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
- Basic Networking Concepts   (01 Credit, 15 Marks)
- Introduction to internet   (01 Credit, 15 Marks)
    - Internet Basics
    - Navigating the Web
    - Finding Information on the Web
    - Communication Using E-Mail

PRACTICAL WORK : 20 Marks (01 Credit)

Paper -II (Course Contents)- 6 Credits :

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

- HTML, CSS, DHTML   (01 Credit, 20 Marks)
  - Introduction to the Internet
  - Creating a Basic Web Page
  - Attributes, Lists and Tables
  - Links and Images
  - Cascading Style Sheets Introduction   (01 Credit, 15 Marks)
  - CSS - Selector Type, Values, Common Properties
  - CSS - Common Properties (Cont'd), Directory Structure, Some Common Tags
  - Web Page Layout Techniques

- Java Script/ PHP   (01 Credit, 15 Marks)
  - JavaScript Introduction
  - Variable, If-Else, Switch
  - Operators, Popups, Functions, Loops
  - Forms, Events, and Event Handling
  - Try-Catch, Some Guidelines of JavaScript Programming
  - Introduction to JavaScript Object   (01 Credit, 15 Marks)
  - JS Built-in Objects

- Basics of Photoshop/ Flash/dream viewer   (01 Credit, 15 Marks)

PRACTICAL WORK : 20 Marks (01 Credit)