

Advance Certificate In Office Automation

Eligibility: 10th
Course Code: ACR-01

Duration: 4 Month

Semester-1

Fundamental of Computer

Unit-1: Introduction to Computer and Problem Solving: Information and Data Hardware: CPU, Primary and Secondary storage, I/O devices, Bus structure, Computer Peripherals - VDU, Keyboard, Mouse, Printer.

Unit-2: Software: System and Application. Different System Software. Programming Languages: Machine Language, Assembly Language, High Level Language, Object Oriented Language.

Unit-3: Problem solving: Algorithm, Flow charts, Decision tables & Pseudo codes. Number systems and Codes: Number representation: Weighted codes, Non-weighted codes, Positional, Binary, Octal, Hexadecimal, Binary Coded Decimal (BCD), Conversion of bases. Complement notations, Binary, Arithmetic, Binary Codes: Gray, Alphanumeric, ASCII, EBCDIC, Single Error-Detecting and Correcting Codes, Hamming Codes.

Unit-4: Basic Computer Organization - IAS Computer, Von Neumann Computer, System Bus. Instruction Cycle, Data Representation, Machine instruction and Assembly Language, CPU Organization, Arithmetic and Logic Unit, Control Unit, CPU Registers, Instruction Registers, Program Counter, Stack Pointer.

Unit-5: Introduction to Networking, Advantages of Networking; Basic Features, LAN, MAN and WAN; simple PC Based Network: Example, block diagram. Mode of operation and characteristic features. Intranet and Internet; Servers and Clients; Ports; Domain Name Server (DNS); WWW, Browsers Connections: Guided and Unguided media - Dial up, ISDN, ADSN; Cable, Modem; E-mail, Voice and Video Conferencing, Management Information System, Characteristics Of MIS, Advantages And Disadvantages Of MIS, Computer Application In Business, Computer Application In Project Management, Work

Dos/Windows XP

Unit-1: Disk Operating System (Dos) :- Introduction, History & Versions Of Dos, Basic Physical Structure Of Disk , Drive Name, Fat, File & Directory Structure And Naming Rules, Booting Process, Dos, System Files, Dos Commands : Internal - Dir, Md, Cd, Rd, Copy, Del, Ren, Vol, Date, Time, Cls, Path, Type Etc. External- Chkdsk, Xcopy, Print, Diskcopy, Diskcomp, Doskey, Tree, Move, Label, Append, Format, Sort, Fdisk, Backup, Edit, Move, Attrib, Help, Sys Etc. Executable V/S Non Executable File In Dos.

Unit-2: Windows XP :- Introduction To Window XP And Its Features. Hardware Requirements Of Windows. Window Concepts, Window Structure, Desktop, Taskbar, Start Menu, My Pictures, My Music Working, With Recycle Bin-Restoring A Deleted File, Emptying The Recycle Bin. Managing Files, Folders And Disk Navigating Between Folders, Manipulating Files And Folders, Creating New Folder, Searching Files And Folder My Computer Exploring Hard Disk, Copying And Moving Files And Folder from One Drive To Another Formatting Floppy Drive, Windows Accessories-Calculator, Notepad, Paint, WordPad, Character Map, Paint Command Prompt, Window Explorer- Exploring Hard Disk Coping And Moving Files And Folder From One Drive To Another, Formatting Floppy Drive And Other Explorer Facilities. Burning Cd Entertainment Player, Dvd Player, Media Player, Sound Player, Volume Control, Movie Marker.

Unit-3: Advanced Features Of Window Xp :- Managing Hardware & Software-Installation Of Hardware & Software Using Scanner Web Camera, Printers, Sharing Of Printers, System Tools-Backup, Character Map, Clipboard Viewer, Disc Defragment, Drive Space, ScanDisk, System Information, System Monitor, Drive Converter, (Fat 32), Disk Cleanup, Using, Windows Update. Communication - Dial Up Networking, Direct

Alma Limited

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Cable Connection, Hyper Terminal, Phone Dial, Browsing The Web With Internet Explorer, Communication Though, Outlook Express, Multiple Users, Features Of Window, Creating And Deleting Users, Changing User ,Password Etc Accessibility Features Of Windows-Sharing Information, Between Program, Sharing Folder And Drive, Browsing The Entire Network, Mapping Windows Shared Drive, Using Shared Printers -Understanding Ole-Embed/ Link Using Insert Object - Manage Embedded /Linked Object.

Unit-4: Windows Fundamental :-- Windows is an operating system, XP Home Addition, XP Professional Addition, Active desktop , Multi user account, Data protection features, Playing MP3 Sound and XP Various version of Windows :-- Windows desktop fundamental, Desktop, Taskbar, Icons, Recycle bin, Folder.

Application Package(MS Office)

Unit-1: Introduction to Word Processing, Introduction to MS-Word: Features, Creating, Saving, and opening document in word, Toolbars, Rulers, Menus, keyboard shortcuts. Editing a Document- Moving, scrolling in a document, opening multi document windows, editing text - selecting, inserting, coping, deleting, moving text etc. Previewing documents, Printing documents. Formatting Documents: Paragraph formats, aligning text and paragraph, Borders & Shading, header & Footer, Auto formatting, Auto correct, Bullets, numbering, Templates & wizards.

Unit-2: Worksheet basics, Creating worksheet, entering data into worksheet, heading info.,Data, text, dates, alphanumeric values, saving & quitting from worksheet. Opening & Moving around in an existing worksheet. Toolbars and Menus, keyboard shortcuts. Working with Single and multiple workbooks - coping, renaming, moving, adding, and deleting, coping entries and moving between workbooks.

Unit 3: Creating a New Presentation, Working with Presentation, using wizards, Slides & its different views, Inserting, Deleting and copying of slides, Working with Notes, Handouts, Adding Graphics, Working with PowerPoint objects, Designing & presentation of a slide show, printing Presentations, Handouts with print options.

PageMaker

Unit-1: Creating a Newsletter- The PageMaker Environment, Using Text, Importing and Manipulating Graphics, Master Pages.

Unit-2: Using Text - Importing Text, Spacing Text, Using Styles and Editing Text with the Story Editor.

Unit-3: Using Graphics - Drawing Shapes, Text Wrapping, Manipulating Graphics.

Unit-4: Printing in PageMaker - Creating and Applying Spot Colors, Updating Links, Creating a Booklet and Printing a Proof, Collecting Files for Output.

Unit-5: Creating an Identity System - Creating Templates, Sharing Elements Between Documents.

Project

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