



# Department of Mathematics

## Keral Verma Subharti College of Science

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A constituent college of

### SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)



Ref: KYSCOS/Math/2017/VAC/005

01.09.2017

### NOTICE

Session: 2017-18

**Subject:** Value Added courses regarding

It is hereby informed to all UG students that for enhancement of knowledge and skills, the department have introduced a value added courses OFFICE AUTOMATION TOOLS and BIOMATHEMATICS.

Students are suggested to register themselves for participating in value added courses:

S. No.	Course	Course Code	Course duration
1	Office Automation Tools	VAC-Math-101	10.09.2017 to 15.09.2017
2	Biomathematics	VAC-Math-104	16.09.2017 to 20.09.2017

The course is of 30 hrs and a certificate will be issued after the completion of the course.

Registration can be made two days before the start of the course.

For more information and registration, contact HoD.

Copy to:

1. The Dean ... for information
2. Notice Board ... for students information
3. Concern Course Coordinators

Registrar  
Swami Vivekanand  
Subharti University  
MEERUT

*Jitendra Kumar*  
[Dr. Jitendra Kumar]  
Officiating HOD Mathematics

VALUE ADDED COURSE  
**OFFICE  
AUTOMATION**

	<b>OBJECTIVE</b>	• The objective of the course is to introduce the concepts of computer fundamentals & their applications for the efficient use of office technology in a business environment.
	<b>DURATION</b>	• 10-15 SEPTEMBER 2017
	<b>VALUE</b>	• Department of Mathematics, Keral Vema Subharti College of Sciences

Course convener  
Dr. Jitendra Kumar  
Assistant Professor  
Dept. of Mathematics  
+91-8410340202  
[jitte.dm@gmail.com](mailto:jitte.dm@gmail.com)

Coordinator  
Dr. Sunil Kumar  
Assistant Professor  
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[skv.sunil@gmail.com](mailto:skv.sunil@gmail.com)

VALUE ADDED COURSE  
**OFFICE AUTOMATION**

**2017-2018****REGISTRATION FORM**

Student's name: .....

Enrollment No.: .....

Programme: .....

Year/Semester: .....

Contact No.: .....

Email Id (optional): .....

Signature: .....

Course Coordinator

## SYLLABUS

Name of Value Added Course: **Office Automation Tools**

Course Code: **VAC-Math-101**

Time: **30hrs**

**Objectives:** The objective of the course is to introduce the concepts of computer fundamental & their applications for the efficient use of office technology in a business environment

### **Introduction to Computers**

Introduction, Characteristics of Computers, Block diagram of computer. Types of computers and features, Mini Computers, Micro Computers, Mainframe Computers, Super Computers. Types of Programming Languages (Machine Languages, Assembly Languages, High Level Languages). Data Organization, Drives, Files, Directories. Types of Memory (Primary And Secondary) RAM, ROM, PROM, EPROM. Secondary Storage Devices (FD, CD, HD, Pen drive) I/O Devices (Scanners, Plotters, LCD, Plasma Display) Number Systems Introduction to Binary, Octal, Hexadecimal system Conversion, Simple Addition, Subtraction, Multiplication

### **Algorithm and Flowcharts**

Algorithm: Definition, Characteristics, Advantages and disadvantages, Examples Flowchart: Definition, Define symbols of flowchart, Advantages and disadvantages, Examples

### **Operating System and Services in O.S.**

Dos – History, Files and Directories, Internal and External Commands, Batch Files, Types of O.S.

### **Windows Operating Environment**

Features of MS – Windows, Control Panel, Taskbar, Desktop, Windows Application, Icons, Windows Accessories, Notepad, Paintbrush.

### **Editors and Word Processors**

Basic Concepts, Examples: MS-Word, Introduction to desktop publishing.

### **Spreadsheets and Database packages**

Purpose, usage, command, MS-Excel, Creation of files in MS-Access, Switching between application, MS-PowerPoint.

### **Outcome:**

- 1:** Understanding the concept of input and output devices of Computers and how it works and recognize the basic terminology used in computer programming
- 2:** Analyze and understand in-depth training in use of office automation packages, internet etc.
- 3:** Enhance the ability of essential for common man for day to day office management, and e-governance.
- 4:** To understand what computer is? To understand the Basics of Operating systems
- 5** To evaluate how to use software packages in day to day activities

### **Reference books:**

1. Fundamentals Of Computers " by REEMA THAREJA from OXFORD UNIVERSITY PRESS
2. Microsoft Office 2007 Fundamentals, 1st Edition By Laura Story, Dawna Walls (UNIT I, UNIT II, UNIT III, UNIT IV)
3. "Computer Fundamentals and Programming in C" by REEMA THAREJA from OXFORD UNIVERSITY PRESS
4. PC SOFTWARE UNDER WINDOWS by Puneet Kumar And Sushil Bhardwaj From Kalyani Publishers

  
Registrar  
Swami Vivekanand  
Gubharti University  
MEEH



# Department of Mathematics Keral Verma Subharti College of Science

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Session: 2017-18

## Report on Value Added Course

A one week value added course on OFFICE AUTOMATION TOOLS was conducted in the department for UG students. The course starts on 10-09-2017 and 50 students registered themselves in the course. The sessions were handled by course co-ordinators Dr. Jitendra Kumar & Dr. Sunil Kumar, for improving the computer skills of the students. The course was completed on 15-09-2017 and all the 50 students registered successfully completed the course. Students felt that the course was very much helpful and they got the basic knowledge on office automation tools.

  
f HOD

Department of Mathematics

  
Registrar  
Swami Vivekanand  
Subharti University  
MEERUT

### List of Students

Sl. no	Name of the Students
1.	Gaurav Baisala
2.	Ajay
3.	Kajal Chauhan
4.	Km KajolKumari
5.	Nikita Sharma
6.	Palak Jindal
7.	Prashant Singh
8.	Ritik Malik
9.	RupalCaudhary
10.	Shivam Chaudhary
11.	Tanya
12.	Vivek Gaur
13.	Himanshu
14.	Akshay Jain
15.	Anuj Pal
16.	Taj Mohammad
17.	Ashish Choudhary
18.	Deepak Choudhary
19.	Kuldeep Singh
20.	Lovey
21.	Prince Malik
22.	Shivam Bhardwaj
23.	Shubham Singh
24.	Vijay Kumar
25.	MahimaChoudhary
26.	Neelam Rani
27.	NeetuKuniyal
28.	RajatChoudhary
29.	Shalu Chhabra
30.	Shivani Singh
31.	Shujaat Ali
32.	Vatan Singh Pal
33.	AakashChoudhary
34.	Amit Pal
35.	Ayush Malik
36.	Bhavishya Kumar Singh
37.	KartikPuniya
38.	Lalramnghaka
39.	Mintoo Singh
40.	MohdAnas
41.	Mohd Nasir
42.	Nitin Yadav
43.	Parul Saini
44.	Riya Sharma
45.	Saurabh Kumar

46.	Shivani
47.	ShrutiParashar
48.	Sourabh Sharma
49.	Versha
50.	Vishakha Sharma

*Kumar*  
**[Dr. Jitendra Kumar]**  
Officiating HOD Mathematics

  
Registrar  
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