



Keral Verma Faculty of Sciences
Department of Mathematics

VALUE ADDED COURSE
ADVANCED OFFICE AUTOMATION
VAC-Math-101

2016-2017

	OBJECTIVE	• 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.
	DURATION	• 12-17 SEPTEMBER 2016
	VENUE	• DEPARTMENT OF MATHEMATICS, KERALA VERMA FACULTY OF SCIENCES

Course convener
Dr. Jijendra Kumar
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Department of Mathematics
Keral Verma Faculty of Science
SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(i) of UGC Act 1956)
Ph: 0121-2439578, 2439052, 3058031, 3056032 Teletax: 0121

Ref: KVFOS/Math/2016/VAC/003

01.09.2016

NOTICE

Session: 2016-17

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 course ADVANCED OFFICE AUTOMATION.

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

S. No.	Course	Course Code	Course duration
1	Advanced Office Automation	VAC-Math-101	12.09.2016 to 17.09.2016

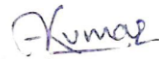
The course is of 30 hrs and a certificate will be issued after the completion of the course.

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


[Dr. Jitendra Kumar]
Officiating HOD Mathematics


Registrar
Swami Vivekanand
Subharti University
MEERUT

SYLLABUS

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

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


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Report on Value Added Course

A one week value added course on ADVANCED OFFICE AUTOMATION was conducted in the department for UG students. The course starts on 12-09-2016 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 17-09-2016 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 advanced office automation.


HOD

Department of Mathematics


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List of students attended Value added course

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

Course Code: **VAC-M-101**

S. No.	Enrollment No.	Name of Students
1	1606010002084	ANWARUDDIN
2	1606010002085	DEEPAK KUMAR
3	1606010002087	DHURENDRA GOYAL
4	1606010002089	GAURAV
5	1606010002092	HARSHITA
6	1606010002093	HARSHITA POONIA
7	1606010002100	JAIVEER SINGH
8	1606010002105	KM MONIKA SHARMA
9	1606010002109	KM. MAMTA NEGI
10	1606010002110	KM. MANSI
11	1606010002112	KM. SAKSHI SHARMA
12	1606010002116	LAVI KUMAR
13	1606010002123	MOHD SHADAB
14	1606010002129	MUSKAN ANAND
15	1606010002134	PARVEZ MALIK
16	1606010002140	RITIKA ARORA
17	1606010002146	SHARDUL SINGH
18	1606010002154	SHUBHAM KUMAR
19	1606010002160	SONU KUMAR
20	1606010002161	STUTI AGARWAL
21	1606010002164	UJJAWAL JAWLA
22	1606010002165	VAIBHAV
23	1606010002170	VINEET KUMAR
24	1606010002171	VISHAL BARGOTI
25	1606010002172	VISHESH TYAGI
26	1606010001819	ABHILASHA CHAUHAN
27	1606010001869	DEEPIKA SIROHI
28	1606010001870	DEEPTI MANDAL
29	1606010002007	RUCHI SINGH
30	1606010002060	VAIBHAV GUPTA
31	1606010001819	ABHILASHA CHAUHAN
32	1606010001821	ABHISHEK BANSAL
33	1606010001828	AJAY RATHI
34	1606010001831	AKSHAY PRATAP SINGH
35	1606010001832	AKSHAY SINGH
36	1606010001871	DEV CHAUDHARY
37	1606010001872	DHARAMDEEP AHLAWAT
38	1606010001875	DIPANSHU MALIK
39	1606010001876	DOLLY TYAGI
40	1606010001880	FURKAN
41	1606010002062	VARSHA
42	1606010002009	SACHIN KUMAR
43	1606010002017	SHAHIR HUSSAIN
44	1606010002023	SHIVAM KUMAR

45	1606010002027	SHIVJI MISHRA
46	1606010002028	SHUBHAM MALIK
47	1606010002038	SONIYA
48	1606010002040	SOURABH SIROHI
49	1606010002042	SUMIT VIKAL
50	1606010002043	SUNNY AHLAWAT


[Dr. Jitendra Kumar]
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