

Syllabus

OFFICE AUTOMATION & E-GOVERNANCE



Offered by

MORIGAON COLLEGE, MORIGAON

2020-2021

Department of Computer Application

B. Das

CERTIFICATE COURSE

CA- CA05 OFFICE AUTOMATION & E- GOVERNANCE

Objective of the Course: To provide an in-depth training in use of Office Automation packages, internet and intranet tools, web hosting etc. Essential for a modern office for day to day office management, and e-governance. The course also helps candidates to get acquainted with IT and Cyber laws, Taxes, Financial rules to be followed in public and Private offices.

Eligibility: Passed 10+2 examination and Computer Literate

Reservation: SC/ST/OBC as per university rules.

Duration: Six Months, 80 hrs of teaching.

Fee: Rs 200/- .

Seats: Thirty. The course will be offered only against admission of a minimum of 15 candidates

Examination: Examination will be conducted by a board consisting of an internal examiner and an external examiner on the basis of a MCQ on-line /off-line test of 1 hr duration (50 questions, 100 marks) and practical test of 3hrs (100 Marks). Total marks of the examination will be 200. Rs 100/- per candidate will be collected by the computer center.

In order to eligible for the Certificate, candidate is required to score 50% of the total marks. Those who fail to get 50% marks will be required to reappear in the examination as and when conducted by the university.


05/07/19

Principal & Secretary
Morigaon College

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SYLLABUS

CERTIFICATE COURSE IN OFFICE AUTOMATION & E-GOVERNANCE

Computer & Internet: Desktop computers, Block diagram of a computer, Input and output devices, memory and storage devices, different ports and its uses, Different type of printers. Software: OS, Windows OS, Application software. Networking, different LAN and WAN connections, connecting to a network, testing connection, Internet, IP address, Hypertext, Uniform Resource Locator, Web Browsers, IP Address, Domain Name, Internet Services Providers, Internet Security, Internet Requirements, Web Search Engine, Net Surfing, Internet Services.

Windows XP: Windows concepts, Features, Windows Structure, Desktop, Taskbar, Start Menu, My Computer, Recycle Bin, Windows Accessories- Calculator, Notepad, Paint, Wordpad, Character Map, Windows Explorer, Entertainment, Managing Hardware & Software- Installation of Hardware & Software, Using Scanner, System Tools, Communication, Sharing Information between programs.

Word Processing; MS Word: Features, Creating, Saving and Opening Documents in Word, Interface, Toolbars, Ruler, Menus, Keyboard Shortcut, Editing, Previewing, Printing, & Formatting a Document, Advanced Features of MS Word, Find & Replace, Using Thesaurus, Using Auto- Multiple Functions, Mail Merge, Handling Graphics, Tables & Charts, Coverting a word document into various formats like- Text, Rich Text format, Word perfect, HTML, PDF etc.

Worksheet- MS-Excel: Worksheet basics, creating worksheet, entering into worksheet, heading information, data, text, dates, alphanumeric values, saving & quitting worksheet, Opening and moving around in an existing worksheet, Toolbars and Menus, Keyboard shortcuts, Working with single and multiple workbook, working with formulae & cell

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referencing, Auto sum, Copying formulae, Absolute & relative addressing, Worksheet with ranges, formatting of worksheet, Previewing & Printing worksheet, Graphs and charts, Database, Creating and Using macros, Multiple worksheets- concepts, creating and using.

MS Power Point: Creating slide show with animations. Autocentnt Wizard, creating a lank presentation, auto layout, Power point screen: screen layout and Views, insert a new slide, applying design template, changing slide layout, reordering and hiding slides, slide show and editing custom slide. Resizing a text box ,Text box properties, Delete a text, Bulleted lists, Numbered lists, Adding notes, Video and Audio, Adding text Editing options, Formatting text, Replace fonts, Line spacing, Change case Spelling check, Color schemes , Adding clip art, Adding an image from a file Editing graphic, Auto Shapes, Word Art, Backgrounds, Action buttons Slide animation Animation preview Slide transitions Slide show options Slide master Header and footer Slide numbers Date and time

Intranet & E-governance

Intranet tools: E-mail: Anatomy of e-mail, e-mail address, finding e-mail address, adding signature, attaching files, opening attachments, managing e-mail account, Web mail ,Case study: Yahoo Mail, Outlook express.

FTP, ftp commands, ftp software, Telnet, using telnet,

Web pages, HTML, basics of HTML. MS Front page: Page Properties ,Text, Hyperlinks, Tables ,Graphics and Pictures ,Miscellaneous, Shared borders, Navigation bars, Cascading Style Sheets, Themes , Frames ,Components ,Forms, create web site. Uploading and downloading files. Portals, creating portals, digital signature, computer virus and antivirus software


E-governance: E-government, need of e-governance, e-assistance, e- democracy, e-administration, citizen services, e-procurement, Mobile government, Law and policies, IT Act, Right for Information Act, Introduction to various TAX Payable, Purchase & Tender procedures and E-filing of Information.

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E-governance implementations: Software and Hardware required for E- governance Implementation, E-governance in a Small Office, Web Portal for E-governance, E-governance for Public utilities, E-governance in a Medium Enterprise, E-governance & Finance, E-Tender & Web E- governance efforts of State Government of Rajasthan, Andhra Pradesh Model.

Reference Books

- Professional Office Procedure by Susan H Cooperman, Printice Hall
- Information Technology : Principles , Practices and Opportunities by James A Senn, Printice Hall
- Technology and Procedures for Administrative Professionals by Patsy Fulton-Calkins, Thomson Learning
- Public Information Technology and E-Governance: Managing the Virtual State (Paperback) by G. David Garson


D2/02/20

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CA Dept.
Morigaon College

CA-CA05 : OFFICE AUTOMATION & E- GOVERNANCE

Session: 2019-20

Computer Applications Dept.

Morigaon College

List of Students

Sl. No.	Name	Class	Department
1	RIJUWAN AHMED	BA 3 rd Sem	Computer Applications
2	NAYANJYOTI DAS	BA 3 rd Sem	
3	UTTARA SAIKIA	BSc. 3 rd Sem	
4	SARIF UDDIN AHMED	BSc. 3 rd Sem	
5	JOYSHREE DEVI	BSc. 3 rd Sem	
6	RIAJ UDDIN AHMED	BA 5 th Sem	
7	MARJINA BEGUM	BA 5 th Sem	
8	ASHIM DEWRI	BA 5 th Sem	
9	PRIYANKA PAUL	BA 5 th Sem	
10	DHITI PAUL	BA 5 th Sem	
11	JINKUMONI MEDHI	BA 1 st Sem	
12	JUTIKA BORA	BA 1 st Sem	
13	LAKHYAJIT SAHARIA	BA 1 st Sem	
14	MERINA BEGUM	BA 1 st Sem	
15	PRIYANKA BORA	BA 1 st Sem	
16	SMRITA BHARALI	BA 1 st Sem	
17	AHAMED ALI	BSc. 1 st Sem	
18	AZAHAR UDDIN	BSc. 1 st Sem	
19	CHARU MONI PATAR	BSc. 1 st Sem	
20	MUSKUR ALI AHMED	BSc. 1 st Sem	

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Course Co-ordinator

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