

From

The Head of the Department

Department of Computer Application

MES Keveeyam College, Valanchery

To

The principal

MES Keveeyam College, Valanchery

Sir,


Sub: Request for the Approval of Certificate Course

The Department of Computer Application is planning to conduct a certificate Course on "Basics of Computers and Office Automation" of 30 hours duration for the first year UG students. So kindly grant permission for the same.

Thanking You

Yours faithfully,

MujeebRahman K


Dept. of Computer Science
MES Keveeyam College
Self Financing Programme
VALANCHERY

Place:Valanchery

Date :19/09/2016



From
The Head of Department
Department of Computer Application
MES Keveeyam College, Valanchery

To
The Principal
MES Keveeyam College, Valanchery

Sir,

Sub: Request for the Approval of Board of Studies for the short term course


The following academicians may be included in the Board of Studies for the short term course on "Basics of Computers And Office Automation(CC/BCA/41)" to be conducted by the department.

1. Nusrath K, Head, Department of Computer Science, MES Ponnani College.
2. Shajila V, Assistant Professor, Malabar College, Vengara.
3. Aswathy P, Assistant Professor, Department of Computer Science, Ideal College for Advanced Studies, Kadakassery, Tavanur.

Kindly do the necessary action to constitute the Board of Studies with these members.

Thanking you.

Yours faithfully,
MujeebRahman K


Dept. of Computer Science
MES Keveeyam College
Self Financing Programme
VALANCHERY

Place: Valanchery
Date: 19/09/2016





MES KEVEEYAM COLLEGE

Re-accredited by NAAC with A Grade
(Affiliated to the University of Calicut)

Valanchery – 676552, Malappuram Dt., Kerala

Phone: 0494 – 2644380, 2642670, 2641347(Fax), www.meskvmcollege.org

Email: principal@meskvmcollege.org

Order No.Acs/2016-17/01

Date: 26/09/2016

Proceedings of the Principal, MES Keveeyam College Valanchery

(Present: Lt (Dr) P. Mohamedali)

Ref: (1) Request for the Approval of Certificate Course, dated 19/09/2016
(2) Request for the Approval of Board of Studies for the short term course, dated 19/09/2016

ORDER

As per reference cited (1), request was received from the Head, Department of Computer Application to start a short term course on “Basics of Computers and Office Automation”. The Head of Department has also proposed for a panel of academicians to be included in the Board of Studies (2).

The department of Computer Application is hereby given sanction to conduct a short term course on Basics of Computers and Automation to the UG students of the college.

The Board of Studies for the above course is constituted with the following members

1. Nuṣrath K, Head and Assistant Professor, Department Of Computer Science, MES Ponnani College
2. Shajila V, Assistant Professor, Malabar College, Vengara
3. Aswathy P, Assistant professor, Department of Computer Science, Ideal College for Advanced Studies, Kadakassery, Thavanur

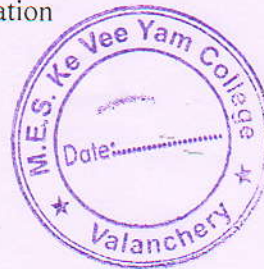
Order is issued accordingly.


Lt (Dr) P. Mohamedali

Principal

Copy to

1. HOD, Department of Computer Application
2. File



MINUTES OF BOARD OF STUDIES MEETING

Venue: Department of Computer Application

Date: 1/10/16

Agenda: Approval of syllabus of the short term course

Decisions:

1. Discussions were done on the prepared syllabus
2. Suggestions were made to include more practical hours for the Office Automation session.
3. Approval can be given to syllabus.

Members Present:

1. Nusrath k, Head, Department of Computer Science, MES Ponnani College.
2. Shajila V, Assistant Professor, Malabar College, Vengara.
3. Aswathy P, Assistant Professor, Department of Computer Science, Ideal College for Advanced Studies, Kadakassery, Tavanur.

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MES Keveeyam College
Self Financing Programme
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MES KEVEEYAM COLLEGE VALANCHERY

DEPARTMENT OF COMPUTER APPLICATION

SHORT TERM COURSE ON

CC/BCA/41-BASICS OF COMPUTERS AND OFFICE AUTOMATION

(2016-2017)

Objectives

- To attract young minds to the potentially rich & employable field of computer applications
- To give a basic knowledge about computers
- To develop skills for working with office automation
- Understand the importance of software in real life
- Arouse the interest in computer related jobs

Course Contents

- Theory: 15 Hours duration
- Lab: 15Hours duration

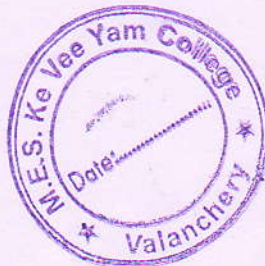
Scheme of Evaluation

- Written Examination (Conventional) : 40 Marks
- Practical Examination : 20 Marks

Total :60 marks

A Grade: 80% and above, B Grade: 60-79% %, C Grade: 40-59%%, Below 40% D Grade

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CC/BCA/41-BASICS OF COMPUTERS AND OFFICE AUTOMATION

(2016-2017)

SYLLABUS

UNIT 1

Introduction to Computers: Basic Applications of Computer, Components of Computer System, Central Processing Unit(CPU), Input / Output Devices, Storage Devices, Computer Memory, Concepts of Hardware and Software, Basic Short Cut Keys.

(2 Hours)

UNIT 2

Understanding Word Processor: Introduction to Office Automation, Creating & Editing Document, Formatting Document, Advance Features - Mail Merge, Macros, Tables, File Management, Printing, Styles, Template.

(4 Hours)

UNIT 3

Electronic SpreadSheet: Introduction to Spread Sheet, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions.

Presentation using : Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Charts, Word Art, Animations and Sounds, (5 Hours)

UNIT 4

Communications and collaboration: Basics of electronic mail, Getting an Email Account, Sending and Receiving Emails, Accessing sent Emails, Using Emails, Instant Messaging

(2 Hours)

UNIT 5

Introduction to online jobs: working with different freelancing website (2 Hours)

References

1. Absolute Beginner's Guide to Computer Basics, Michael Miller, Prentice Hall.
2. Internet & World Wide Web - How to program, H.M. Deitel, P.J. Deitel, et al., Prentice Hall.

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