

3608 - COMPUTER-AIDED OFFICE MANAGEMENT- II									
Teaching Schedule Per Week			Progressive Assessment	Examination Schedule (Marks)					
Lectures	Practical	Credits		Theory		Practical Ex.		Total	
-	4	4	50	-	-	100	-	150	-
Pre-requisite		Source	Semester	Theory	Test	Total	TW	PR	Gr Total
Nil		MOP		-	-	-	50	100	150

RATIONALE: Students are expected to acquire high expert level of proficiency to operate RDBMS package of MS-ACCESS used in modern offices. Student should achieve high level of proficiency and develop skill in major presentation packages including DESK TOP PUBLISHING (DTP)

COURSE CONTENTS

Hrs Mks

1. ACCESS BASICS

Designing a Database, Managing Database objects, Adding and Editing, Finding and sorting.

2. TABLES, QUERIES & MACROS

Table Basics, Changing and customising tables, Importing and Exporting.

Query Basics, Designing select queries, Sorting and merging Data.

Simple Macros.

3. MS-POWER POINT

Application & Presentation of windows, opening a presentation file, Changing the view, Moving through slides, Running a slide show, Beginning of presentation, Creating a presentation, Entering text in slides view, Formatting text, Applying Text Attributes. Changing Indents, Aligning of Text & line spacing, Adding new slides, Working with outline view, Creating slides; Adding Bullet Items, Changing shape, Colour and size of Bullet, Spell checking, Drawing on slides, Creating text objects, Selecting, moving, copying Resizing, changing objects, fill colour, adding shadows; cropping and un-cropping objects, Clips-Art, Enhancing the Appearance, Changing the colour settings, Use of templates and wizards - Working with graphics, Presentation of power point slides by applying various effects, Printing of Presentation.

4. COREL DRAW

Introduction, Installation guide, Starting Corel draw, Screen, Dialog Boxes, Utility Drawing & Text Tools, Outline and fill tools, Menu options, Corel TRACE, Corel MOSAIC.

5. HARVARD GRAPHICS & DESIGN

Power Tools, Anatomy of presentation graphics, Designing Text & Table frames, Designing chart and chart frames, Presentation.

6. PAGE MAKER

Basics of page-maker, Placing text and graphics, Step-by-step trip through simple page, The work Area, Making a Page, Setting page size, Margin setting, Page numbers set-up, Page set-up review, Viewing master page, use of rules and guides, columns, Page-numbers, Tool-Box, Preparing and placing text, Word processing to page make-up, text troubles, Graphics in text formatting, text flow, Drag placing, Working with placed text, windows shades handling, text blocks, text tools. Font work, Moulding text, Style sheets, Indexes and table-contents.

Total

Examination Scheme:- There will be end of term a Practical examination of two hours duration carrying 100 marks. Term work shall be of 50 marks consisting of progressive Assessment Assignments.

REFERENCE BOOKS

(Any one suggested by the faculty)