

INWARD No:- 874

Date:- 22/9/05

Remark:- Khari

Mr. Khari

Pl. see



SHREEMATI NATHIBAI DAMODAR THACKERSEY

WOMEN'S UNIVERSITY

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NAAC ACCREDITED

Ref. No.

Acad: Syll/2005-06/ 190

September 14, 2005

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To,
The Principal/Director/HOD,
All Affiliated & Conducted
Colleges of
SNDT Women's University,

Sub: syllabus for 100 hours of Computer Training for
students of Graduate Degree Course.

Sir/Madam,

Enclosed herewith is the syllabus for 100 hours Computer Training for the students of three years degree course, duly approved by the Academic Council of the University, for further necessary action. The said syllabus was prepared, by a committee to develop the syllabus as per the guidelines mentioned in the letter No. UN/100/25/vc-1 dated July 8, 2004, from the Director (H.E.), Directorate of Education, Govt. of Maharashtra for introduction of Computer Education at Degree Level.

V. Chakrabarti

(Dr. Vandana Chakrabarti)

Director,

Board of College and University Development

AR Academic Section
to Circulate it to
colleges.

SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road
Mumbai - 400 020

30-8-05

AC-1/04-05/469

December 23, 2004

The Director
B.C. U. D.
SNDT Women's University
Mumbai - 400 020

Sir,

The Academic Council at its meeting held on October 1, 2004, has considered the following item, and passed the resolution as per enclosure attached:

Agenda Item No.11

To consider the syllabus for 100 hours of Computer Training for students of Graduate Degree Courses (3 year) as prepared by the Committee constituted by the Academic Council at its meeting held on August 24, 2004

A copy of the resolution passed by the Academic Council is enclosed herewith for your information and necessary action.

Thanking you,

Yours faithfully,

(Kishor G. Bhide)
Registrar

Encl: as above.

c.c.to:

The Deputy Registrar, Affiliation

Agenda Item No 11

With the permission of the Chair the House considered the syllabus for 100 Hours of Computer Training for students of Graduate Degree Courses (3Year) as prepared by the Committee constituted by the Academic Council at its meeting held on August 24, 2004.

Information / Discussion

Members were informed that the Academic Council at its meeting held on August 24, 2004, vide agenda item No 16 considered the letter No UN/100/25 Vishi-1 dated July 8, 2004 related to the introduction of Computer Education at Degree level received from Dr.S.N.Pathan, Director of Education (Higher Education) constituted a committee to develop the syllabus for the courses for 100 hours as per the guidelines mentioned in the said letter.

Accordingly the Committee prepared a syllabus for computer training for the students of three- years degree course.

Members were further informed that the State Government has made the provision of Rs 50 lac for the government colleges and one hundred fifty lac for non aided government colleges to provide computer to the colleges and to pay the honorarium to the lectures concerned.

Members discussed the matter in detail and decided to approve the syllabus for computer training for the students of three year degree course as prepared by the committee constituted by the Academic Council at its meeting held on August 24, 2004 vide agenda item No16.

RESOLUTION:

- 1 RESOLVED that the syllabus for 100 hours, computer training for the students of three -year degree course prepared by the committee constituted by the Academic Council at its meeting held on August 24, 2004 vide agenda item No 16 as circulated to the members of the House be approved and accepted.

**Plan for 100 Hrs of Computer Training
for the students of Graduate Degree Course (3 years)**

Three Plans of introducing Computers to Undergraduate students are suggested here.

- Plan I: 33 hrs per year.
 Plan II: 40 hrs during first two years and 20 hrs in the last year.
 Plan III: 40 hrs during first year and 30 hrs each in the next two years

	First Year	Second Year	Third Year
Plan I	33 hrs.	33 hrs.	33 hrs.
Plan II	40 hrs.	40 hrs.	20 hrs.
Plan III	40 hrs.	30 hrs.	30 hrs.

**7 Credit-Course in
Introduction to the World of Computers**

Objectives: After studying this course of 100 hours spread over three years, the students will be able to

1. use office automation and presentation tools effectively.
2. use Internet to communicate with friends, teachers and other experts in the field.
3. collect desired information using internet.
4. interact with the world through one's own webpage.
5. pursue a career in web page / web site designing.
6. pursue a career in desk top publishing.
7. maintain office accounts through use of tally software.
8. Create database using FoxPro software

Content and time duration:

Plan I

Year I (33 hrs)	Windows		3
	MS Office :	MS Word	10
		MS Excel	8
		MS PowerPoint	7
Introduction to Internet:	Sending and receiving email	5	
	Sending and receiving Attachments		
	Downloading files		
Year II (33 hrs)	Desk Top Publishing	Photoshop	10
		Page Maker	20
	Introduction to Internet Express	Browsers (Internet Explorer, Outlook	3
		Search Engines	
Year III (33 hrs)	Webpage Design	HTML	10
		Dreamweaver	10
	Tally		13

Plan II

Year I (40 hrs)	Windows		5
	MS Office :	MS Word	10
		MS Excel	8
		MS PowerPoint	7
Introduction to Internet:	Sending and receiving email	10	
	Sending and receiving Attachments		
	Chat		
	Browsing		
Year II (40 hrs)	Desk Top Publishing	Photoshop	10
		Page Maker	20
		CorelDraw	10
Year III (20 hrs)	Accountancy	Tally	13
	Web designing	Dreamweaver	7

Plan III ✓

Year I (40 hrs)	Windows		3
	MS Office : ✓		
		MS Word	10
		MS Excel	8
		MS PowerPoint	7
			8
	Database Packages	FoxPro ✗	4
	Internet: ✓	Sending and receiving email	
		Sending and receiving Attachments	
		Chat	
		Browsing	
Year II (30 hrs)	Desk Top Publishing	Photoshop	10
		Page Maker	10
		CorelDraw	10
Year III (30 hrs)	Accountancy	Tally	10
		Web designing	10
		FrontPage	10
		Html	10

Instructional Strategies:

The students may be taught in the computer lab (No theory lectures in the classroom). Three students may be accommodated on one machine if enough machines are not available.

They would be encouraged to use computerized catalogues in the library, visit cybershops or webworld etc where more practice in the skills could be practiced.

Visits to Computer centers, multimedia centers, may be arranged to see the the application of software learnt.

Presentations by the experts in the field about the career opportunities in the computer field may be arranged to motivate the students and help them think seriously about their career.

Evaluation Strategy:

The students may be evaluated through practical examination, group and individual projects, oral examination and also portfolios.

Details of Application Software

<p>Year I (40 hrs)</p>	<p>Paper Name : Office Automation</p> <p>Windows</p> <ul style="list-style-type: none"> ■ Using Window Explorer ■ Managing Files and Folders ■ Using Paint Brush, WordPad & Notepad ■ Network Neighbourhood <p>Word Processor (Microsoft Word)</p> <ul style="list-style-type: none"> ■ Introduction to Word Processor ■ Overview of Word Processor Packages ■ Use of Word in different areas ■ Document Concept - (Creating, Saving, Opening , Closing Document) ■ Formatting Document (Bold, Italic, Underline, Justification, fonts, Colors of Fonts, Format Painter) ■ Copy, Cut & Paste ■ Working with Margins and Page Setup ■ Tables ■ Uses of Drawing Toolbar ■ Columns, Header & Footers ■ Printing Procedure ■ Spell Check & Thesaurus ■ Adding a Chart to the Report ■ Mail Merge <p>Spread Sheet (MS Excel)</p> <ul style="list-style-type: none"> ■ Introduction to Spreadsheet ■ Overview of Spread Sheet Packages ■ About Excel (Role of Excel in Day to Day Life) ■ Understanding Excel Sheet ■ Inserting, Deleting and Hiding Columns / Rows ■ Manipulating Formulas and Functions ■ Working with Charts ■ Printing a Sheet ■ Sort & Filter <p><i>Formulas - sum, avg, min, max, Percentage Auto filter, Conditional formatting Goal seek, Comments.</i></p> <p>Presentation Package (MS PowerPoint)</p> <ul style="list-style-type: none"> ■ What is Presentation ? Explain its Need. ■ Overview of Presentation Packages ■ Use of PowerPoint ■ Making Presentations ■ Different Types of Slide layouts ■ Slide View, Slide Sorter View & Slide Show Buttons ■ Setup Show ■ Applying Design Templates and Backgrounds ■ Transition & Custom Animation Effects ■ Recording Voice in Presentation ■ Electronic Presentations 	<p>3 Lectures</p> <p>10 Lectures</p> <p>8 Lectures</p> <p>7 Lectures</p>
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- Drawing Lines of All Shapes and Sizes
- Creating and Manipulating Text
- Selecting and Transforming Objects
- Shaping Objects
- Filling and Outlining Objects
- Viewing, Zooming and Ordering
- Combining, Breaking Apart, Grouping, Ungrouping, Separating and Converting to Curves
- Weld, Intersection and Trim
- Aligning, Copying, Pasting and Cloning
- Lens, Perspective and Powerclip
- Fitting Text to a Path
- Page Setup and Printing
- Uses of CorelDraw in Textile & Fashion Designing

10
Lectures

Photoshop

- About PhotoShop
- Using Toolbox, Palettes and Context Menus
- Creating, Operating and Closing Files
- Changing Canvas Size, Color Modes and Resolution
- Understanding and Working with Layers
- Selecting Areas
- Picking and Selecting Colors
- Painting and Drawing
- Creating Text
- Resizing and Reshaping Images
- Scanning
- Filter Effects
- Manipulating Focus with Blur, Sharpen and Smudge
- Adjusting tone with Dodge, Burn & Sponge
- Morphing images
- Cloning and Pattern Creation with the Rubber Stamp
- Creating Special image effect

10
Lectures

Page Maker

- Introduction to PageMaker
- The PageMaker Window
- Using the Tool Box
- Creating New Document
- Entering and Formatting Text
- Editing Text
- Rulers
- Using Control Palette and Color Palette
- Adding Colors
- Drawing & Editing Objects using various Tools
- Changing Character Specifications
- Developing and Formatting paragraphs
- Using Find and Change Feature
- Page Setup
- Using Story Editor
- Inserting and Removing Pages
- Sorting Pages
- Master Pages, Importance & Uses
- Creating a Bill, Pamphlets, Visiting Cards, Advertisements

REFERENCE BOOKS:

1. "Mastering Coreldraw 10": BPB Publication.
2. "Mastering Photoshop 6", Romaniello, Steve : BPB Publication, 2001.
3. "Photoshop 6 : In depth", Xenakis, Davis: Dreamtech Press, New Delhi 2001.
4. "Learning Page maker 6.5"; Bangia, Ramesh: Khanna Book Publishing Pvt. Ltd., 2000.
5. "Teach yourself Pagemaker 6.5 for Macintosh and Windows", Busch, David D : BPB Publications, 1997.

Year III

Paper Name : Tally and Web Designing

(30 Hrs)

Tally

- Introduction to Tally
- Need, Uses, Features / Advantages
- Opening Screen Of Tally
- Startup Menu
- Company Info Menu (Details about the Company)
- Creating Company
- Exercise for creating the various Companies
- Selecting
- Displaying
- Altering
- Shutting a Company
- Gateway of TALLY
- Accounts Info
- Groups (Creation, Alteration & Deletion of Groups)
- Ledgers Creation, Alteration & Deletion of Ledgers
- Voucher Entry, Types & Uses
- Voucher (Creation, Alteration, Deletion)
- Balance Sheet (Navigating through the B/S)
- Profit & Loss A/c, Ratio Analysis
- Printing Various Ledger Accounts & Books in Tally
- Printing Vouchers & Graphs

10 Lectures

Html

- Introduction to HTML
- Standard procedure for creating a web page
- Basic HTML code structure
- Tags along with attributes
- Ordered and Unordered list
- Inserting Images
- Tables in HTML
- Hyperlink and its uses
- Frames
- Forms
- Creating menus with image maps
- Creating Websites
- Uploading website using FTP

10 Lectures

Frontpage

Group Box Label here

10
Lectures

- ✓ ■ Features of Front Page
- ✓ ■ Difference between HTML and Front Page
- Working with Front Page Explorer
- Using Web template
- Import & Export file
- Formatting a Web page
- ✓ ■ Hyperlinks
- ✓ ■ Views (Page, Folder, Report, Navigation, Hyperlink, Task)
- Forms
- Hit Counter
- DHTML Effects

REFERENCE BOOKS :

1. "Implementing Tally 6.3", Nadhani, K.K. , : BPB Publication.
2. "Using Tally eis 5.4 release 5(d) Tally the complete business solution", Satyapal : Khanna Book Publishing Co. Pvt. Ltd. New Delhi.
3. "How to use Tally Version 5.4", Garg, Sanjeev : Mashbra Industries (p) Ltd., New Delhi.
4. "The Complete Reference: HTML", Powell, thomas A. : Tata Mcgraw Hill Fablication Co. Pvt. Ltd , 2001.
5. "World wide Web Design with HTML", Xavier C. : Tata Mcgraw Hill Publishing Co. Ltd., 2000.
6. "Microsoft Frontpage 2000", Kunkel, Bill : Sybex inc. 2001.
7. "Microsoft Frontpage 2000", Weisskopf, Gene: BPB Publications. 1999.

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Prepared by:

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For Academic Council, SNDTU