CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION, "JUNE 2014"

NOTIFICATION No.104230 /Q3/2014

Applications are invited for the Certificate Course in **"Computer on Office Automation Examination JUNE 2014"** from the candidates who satisfy the following qualifications and conditions:

A. EDUCATIONAL QUALIFICATION:

I.   A pass in SSLC of Tamilnadu State or Equivalent Examination thereof.

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A pass in Junior Grade or Senior Grade Typewriting Examination in English/Tamil of the Department of Technical Education, Tamil Nadu or the Equivalent Examination thereof.

or

II.   A pass in Higher Grade Typewriting English / Tamil of the Department of Technical Education, Tamilnadu or equivalent Examination on thereof.

B. TRAINING QUALIFICATION:

I. Candidate should have undergone a minimum of **120** hours of training in a recognized Typewriting Institute or Government / Government Aided / Self-financing Polytechnic Colleges.

II. Private candidates who have qualified and undergone a minimum of **120** hours of training in a private institute may also appear for the Examination as **Private candidate.**

III. All the candidates including Private Candidates should maintain a record note- book for the Practical Classes attended by them as per the syllabus and submit the same at the time of their Practical Examination

C. CONDUCT OF EXAMINATION:

Examination will be conducted only at the selected Government / Government Aided/ Self-financing Polytechnic Colleges in Tamil Nadu. The Examination will consist of the following Two papers.

PAPERS	EXAM	DATE OF EXAM
(i) Paper I	Theory Examination (2 Hours Duration)	28.06.2014 (Saturday)
(ii) Paper II	Practical Examination (2 Hours Duration)	29.06.2014 (Sunday)

Required Examination Stationery and Computer for the Conduct of Examination will be provided in the Examination Centers.

D. APPLICATION FORMS AND EXAMINATION FEE :

Cost of Application	**Rs, 30/-** (DD in favour of "The Additional Director of Techn[...] Education" (Exams) Chennai 25.) (To be downloaded only)
Date from which the application form will be issued	**28.04.2014 onwards** at the Directorate of Technical Education on all working days during working hours and also can be downloaded from the website. (www.tndte.com)
Last date of Submission of duly filled up Application at DOTE office	**30.05.2014 (without fine)** **02.06.2014(with fine Rs. 5/-)**
Examination Fee	(a) **Rs. 500 /-** (b) **Rs. 530/-** (If the application form is Downloaded from the website)
Mode of Payment	Application and Examination fees should be paid by Demand Draft Drawn in favour of **"The Additional Director of Technical Education "(Exam), Chennai -25.**

Examination fees once paid cannot be refunded or adjusted for future examination under any circumstances

(sd/-) **Commissioner of Technical Education**

Chennai : 600 025
Dated :   25.04.2014

BOARD OF EXAMINATIONS
DIRECTORATE OF TECHNICAL EDUCATION
CHENNAI 600 025

**APPLICATION FORM OF GOVERNMENT TECHNICAL EXAMINATIONS FOR THE CANDIDATES
APPEARING FOR CERTIFICATE COURSE IN 'COMPUTER ON OFFICE AUTOMATION'
THROUGH RECOGNISED COMMERCE INSTITUTE / POLYTECHNIC/ PRIVATELY**

(To be filled in by the candidate in his / her handwriting)

(Space for affixing
passport size photo
of the canditate

1. **Name of the Candidate**   :

   (in Block letters as entered in SSLC Book.
   Any Change in initial or spelling should accompany
   evidence like Gazette Notification)

2. **Father / Husband Name**   :

3. **Date of Birth (DATE / MM / YYYY**   :

4. **SEX**   : **Male / Female**

5. **Permanent Address**   :

6. **Qualification**   : **Typewriting English / Tamil
   (Junior Grade) and S.S.L.C. Mark Sheet
   (Attested copy to be enclosed)**

7. **Examination Fee & Application fee**   : **Amount Rs.530/-
   Demand Draft No.:
   Date   :
   Name of the Bank :**

8. **Centre opted for**   :

CERTIFICATE

(To be filled in all candidates, Commerce Institute / Polytechnic / Private)

_____

        I hereby declare that I have filled the application in my own handwriting and the particulars furnished are all true and correct to the best of my knowledge. I have undergone 120 hours of Training in the Institute and I shall abide by the rules and regulations of the Board of Examination for the smooth conduct of the Examination. If the particulars furnished by me is found false at a later stage or any lapse in my behavior is found during Examination. I will accept the punishment that may be decided by the Chairman, Board of Examination, Chennai - 25

Place:

Date:

Signature of the Candidate

_____

CERTIFICATE

(To be filled in all candidates, Commerce Institute / Polytechnic / Private)

        Certified ……………………………………………… Studied / studying in my Institute has completed 120 hours of Training and that I have verified the eligibility and all particulars in the Application. Xerox copies of the Certificate attested by Competent Authorities / Original Bonafide Certificates issued by Competent Authority is enclosed.

Recognition Number of Typewriting Institute:

Code No. of the Polytechnic

**Signature of the Principal/
Proprietor with Office Seal**

Note

  1. Qualification prescribed for the subject appearing should be verified carefully and any
      Lapses in this regard, will lead to rejection of the application.

  2. This Certificate need not be filled in by a private candidate.

p.t.o……..

Name in Capital Letters   :

REGISTER NUMBER*   :

CENTRE   :

**Affix Passport size
Photo here
(To be attested by an
Authority as
instructed
in note 12)**

Signature of the candidate   **Chairman, Board of Examinations**
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REGISTER No.

ADDRESS IN CAPITALS:
           To
           Thiru / Selvi……………………………………….
              (NAME as in S.S.L.C.)

              ………………………………………………………..
              ………………………………………………………..
              ………………………………………………………..

           Pincode:

_____

Note: 1. **The candidate should furnish his / her address neatly within the above rule border in block letters**
          Certificates in respect of successful candidates will be dispatched to the above address only

REGISTER No.
ADDRESS IN CAPITALS:
           To
           Thiru / Selvi……………………………………….
              (NAME as in S.S.L.C.)

              ………………………………………………………..
              ………………………………………………………..
              ………………………………………………………..

           Pincode:
_____
Note: 1. **The candidate should furnish his / her address neatly within the above rule border in block letters**
          Certificates in respect of successful candidates will be dispatched to the above address only

INSTRUCTIONS
(Read the following Instructions carefully before filling up the Application)

1. The candidate should possess the qualification on the date of this Notification.

    ## REVISED QUALIFICATION FROM DECEMBER 2003 EXAMINATION

    I. A Pass is SSLC of Tamil Nadu State or Equivalent Examination thereof.

    And

    A Pass in Junior Grade or Senior Grade Typewriting Examination in English / Tamil of the Department of Technical Education, Tamil Nadu or the Equivalent Examination thereof.

    or

    II. A Pass in Higher Grade Typewriting English / Tamil of the Department of Technical Education, Tamil Nadu or equivalent Examination on thereof.

2. The candidate should have undergone a minimum of 120 hours of training at the recognized Institute / Government / Government Aided / Self financing Polytechnics / Privately.

3. The candidate sponsored by recognized Institutes' Principal / Proprietor has to fill up the details and to sign the certificate in the application.

4. The Private candidates need not fill up the certificate intended for Institute candidates.

5. The Theory Examination and Practical Examination will be conducted only in the selected Polytechnics. The allotted centre will be mentioned in the Hall Ticket.

6. The Candidates need not bring Computer for Practical Examination and the arrangement are made by the Department.

7. Examination Fee of Rs.530/- should be enclosed along with the application, drawn in favour of "Additional Director of Technical Education (Examination)" payable at Chennai Only.

8. The name, address of the recognized Institute / Polytechnic and address of the candidates in the case of private appearance, should be written on the reverse of the Demand Draft, Payment either by cash / Indian Postal Order / Cheque will not be accepted.

9. Application forms may be obtained from the date of the notification on payment of Rs. 30/- per Application in person by payment through Demand Draft drawn in favour of Additional Director of Technical Education (Examination) payable at Chennai Only.

10. Application forms in bulk will be issued to the recognized Institutes only. The Private candidates have to obtain the application individually.

11. Filled up application have to be sent on or before the last date notified. Incomplete application or applications received belated will be summarily rejected.

12. The following items should accompany the completed application :
    i)   Xerox Copy of S.S.L.C., OR +2 Certificate as a proof of date of Birth. This should be duly attested by A or B Grade Officer of the State OR Central Government.
    ii) Three copies of recently taken colour Passport Size Photos.
         Out of this
         a) One should be affixed in the application form:
         b) One should be affixed in the Hall Ticket and this should be attested by A or B Grade Officer of the State or Central Government ; and
         c) One should be enclosed in a small size envelope and sent along with the filled up application form.
         NOTE: Photos taken wearing Cap or Cooling Glass will not be accepted.

13. Application which do not fulfill the conditions will be summarily rejected without giving any notice.

14. The Examinations Time-Table will be sent along with the Hall-Tickets

15. The decision of the Chairman, Board Examinations, Chennai – 25 shall be final in respect of admission of candidates to the Examination.

(sd/-) Commissioner of Technical Education

DEPARTMENT OF TECHNICAL EDUCATION

From

The Commissioner,
Directorate of Technical Education,
Chennai-600 025
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To

The Principals of all Govt.
Govt. Aided Poly. Colleges,
Engg, Colleges / Division / Special
Institutions / All District Collectors.

<u>**Letter No.104230/Q 3/2014, dated : 25.04.2014**</u>

Sir,

    Sub: Technical Education – Government Technical
    Examination in Computer on Office Automation –
     JUNE 2014 – Copy of Notification - Sending -
    Regarding.
       …...

    Notification No.104230/Q3/2014 inviting application for the Certificate Course in "Computer on Office Automation" to be held in **JUNE 2014** is enclosed. I request you to please display the notification in your Institution Notice Board for the benefit of students.

        (sd/-) Commissioner of Technical Education

Encl : Copy of Notification

UNIT - 1

1.1   FUNDAMENTAL OF COMPUTERS

History of computers, Computers generation, application of computers, definition of computer, characteristics of computer –speed, accuracy, memory, diligence, automation; block diagram of a computer – CPU, input unit; computer types-analog, digital, and hybrid; classification of computer – micro, mini, mainframe and super computers; general idea about PCs.

(3 hours)

1.2   HARDWARE

Meanings of bit, byte, word, kilobyte, megabyte, giga byte, tera byte, semiconductor memory – definition and purpose of **RAM, ROM, EPROM, EEPROM –** typical Ram capabilities in personal computers; floppy disks – usage, size (5.25", 3.5") and capacities, organization of floppy disks – tracks, sectors, index hole, write protect notch; hard disks-sides, cylinders, heads, sectors, CD-ROM drive –usage, capacities and organization; peripheral devices, laster printers, ink-jet printers, plotters.

(5 hours)

1.3   INTRODUCTION TO SOFTWARE AND OPERATING SYSTEM

Introduction languages and Packages, Definition; mode of operation – batch, online, time sharing; PC operating systems-Dos, UNIX and WINDOWS.

DOS : Introduction; booting with Dos (from floppy/ hard disk), system prompt, changing the default drive, files and directories; use of DOS commands-DATE, TIME, VER, CLS, DIR, CD, MD, PROMPT, TYPE, COPY, DEL, REN, FORMAT, XCOPY, ATTRIB, BACKUP, RESTORE, MOVE, DEFRAG, DELTREE, SCANDISK, UNDELETE, UNFORMATE and PATH; redirecting output to printer concepts of batch file and system file.

WINDOWS : Introduction; GUI, functions of Windows, basic organization of windows screens – Windows, Icons, task bar, desktop; Windows elements – control menu box, title bar, maximize button, minimize button and restore button, workspace, windows borders and window organization list of programs available in START menu, usage of those programs: operation Windows; starting a program; exit a program; using accessories – starting and using notepad, word pad and paint (type and edit text in a document, insert pictures in a document, format text in a document, save and print a document, draw pictures in a document for format text in a document, save and print a document, draw pictures using paint), Windows explorer – opening and closing a file, copying, moving, deleting files and folders, creating and renaming files and folders; recycle bin concepts; configuring the windows OS with option in the control panel, adding printers and printer settings starting the Windows in different modes; working with short cut keys; scanning the hard disk and defragmenting the hard disk; using the Anti Virus software taking backups and retrieving them.

(2 hours Theory + 18 hours Training)

UNIT - II
2.1 **WORD PROCESSING (MS – WORD)**

Introduction to MS office, definition of word processing – application of word processing, basic concepts of word processing; introduction to MS-WORD, document - starting new, opening, entering, inserting, deleting, saving and exiting MS – WORD; elements of Word screen – menu bar, formatting tool bar, rules, title bar, status bar and scroll bar; editing documents – selecting the text, deleting, undo features, moving and copying, using cut, copy, paste, searching text and replacing, spell check; print formatting, use of macros – using different fonts, bold, italic, underline, changing cases; text formatting – page numbering, headers, footers, page margins, paper size orientation, page preview and merge printing.

(10 hours Theory + 20 hours Training)

2.2   **SPREAD SHEET (MS – EXCEL)**

Worksheet basics, data entry in cells – entry of numbers, text and formula; moving data in a worksheets, moving around in a worksheet, selecting data range, using the interface (toolbar, menus), editing basics, working with work books, saving and quitting cell referencing, formatting and calculation, working with formula, efficient data display with data formatting, working with graphs and charts, database management – finding records with data form, adding / deleting records.

(7 hours Theory + 15 hours Training)

Unit – III

3.1   **INTRODUCTION TO BUSINESS ADMINISTRATION**

Introduction to data processing – records and files, data preparation , verification , editing and checking; introduction to accounting and financial management, types of accounts, books of accounts, simple accounting entries; computer application – financial accounting, pay roll and invoicing application, budgeting and planning, inventory control, sales accounting & sales analysis; using the readymade package "Accounts 2000" (The Package will be supplied.

(5 hours Theory + 10 hours Training)

3.2   **MS – ACCESS**

(5 hours Theory + 10 hours Practical)

3.3   **Introduction of Internet and E-mail**

(2 hrs Theory + 3 hrs Demonstration)