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LIST OF COMMITTEE MEMBERS FOR THE TRADE OF

# COMPUTER SOFTWARE PACKAGE

MEMBERS AND EXPERTS



1. Mr.K.Pauneer Selvan,M.E.,
   Regional Joint Director,
   Madurai 7.

2. Mr.R.Rajakumar,M.E., M.B.A.,
   Principal
   Govt.ITI(W)
   Madurai 7.

3. Mr. P.Kathiresh Babu, B.Sc.(Comp.Sc.)
   Computer Instructor
   Pabanas ITC
   Sivakasi

4. Mrs.R.Kalaiselvi,D.E.C.E.,
   Assistant Training Officer
   Related Instruction Centre
   Madurai

5. Mr.B. Sathish Kumar,M.C.A.,
   Assistant Training Officer
   Govt.ITI(W)
   Madurai

6. Mrs.Udhaya Lakshmi,M.C.A.,
   Computer Instructor
   DACA Industrial School
   Madurai

NAME OF THE TRADE **COMPUTER SOFTWARE PACKAGE**

QUALIFICATION : S.S.L.C

DURATION : 1 Year

NO.OF.TRAINEES : 20

NO.OF PRACTICAL HOURS : 32 Hours/week

NO.OF THEORY HOURS : 10 hours/week

SPACE REQUIRED (IN SQ.M) : LAB - 350 SQ.FT.
CLASS ROOM - 300 SQ.FT.

POWER REQUIRED (IN K.W) : 5 K.W

DET
PAGE:
TOTAL:
TRADE:

PRINCIPAL
PABANAS I.T.C.
9 M. C. Street,
SIVAKASI - 626 123.

L.ASHOK
CORRESPONDENT
PABANAS ITC,SIVAKASI
PABANAS COMPUTERS INDUSTRIAL SCHOOL
SIVAKASI-626123

## C++

Week 1

**Overview of Programming :**

Introduction to computer, based problem solving and strategies for the same, programs Design and implementation issue Algorithm, Data organization, Data structures, Use of procedure for Modular Design, documentation of programs and program testing.

Week 2

**Fundamental of C++ Programming :**

Structure of C++ programming Data type, Data structure Constants and variables.

Week 3

**Operators:**

Arithmetic, Relation and Logical, Control if-then, for while.

Week 4

**Arrays :**

Array declaration, one and two dimentional array - Function General,function arguments,return value.

Week 5 Basic I/O : Formatted and unformatted I/O

Week 6&7 Advanced Programming Techniques

Week 8 Dynamic Data structures in C++

Week 9&10 Miscellaneous features : File handling.

MS ACCESS(1 Month)

Week 1

1. Introduction to DBMS
   Data,Record,Field(Column),
   Table,Database,Report,Form
2. Introduction to ACCESS
3. Features of ACCESs
1. Create a new table
   Datasheet View
   Design View
   Fields Data Types, Length, Validation, Primary, Duplicate
   Table Wizard
   Import Wizard
2. Adding records to atable
3. Insert new records and column
4. Deleting records
5. Selecting records and table
6. Change row height, column width
7. Hide & Unhide the columns

Week 2

1. Filtering records
2. Sorting records
3. Remove filtering and sorting
4. Find data and replacing data
5. Saving Records

Week 3

1. Create Queries
2. Run queries
3. CReate forms
   Form wizards
   Design
   Auto form
4. Using Form Tools, setting properties, writing code
5. Run the form

Week 4

1. Create Report
   Report wizard
   Design View
   Arranging fields, and labels
   Auto Report
2. Save & Run the report
3. Set relation between two tables
1. Page wizard
2. Auto page

MS-WORD(1 Month)



Week 1

1. Typing,Deleting,editing text
2. Formatting characters (Bold, Italics, Underline, Size, Font Strikeout, ANIMATION
3. Formatting Paragraphs (Set alignment, Margins, Styles)
4. Moving and copying text (cut, copy, Paste, dragdrop)
5. Bullets, Numbering, drop cap
6. Creating, Opening & Saving Documents

Week 2&3

1. Inserting graphics & formatting graphics
2. Inserting images
3. Inserting clipart images
4. Inserting chart
5. Inserting word Art
6. Insert System date & time, Text box
7. Document Formatting
   Background Colors, PageSetup, Page size, Margins setting.
   Borders & Shading, Header & Footer
8. News paper column setting, Tab setting, change case, word count
9. Page breaks, Column breaks
10. Print preview

Week 4&5

1. Insert table
2. Insert row,column and delete row,column
3. Change the size of row,column
4. Select row,column,table
5. Formula,sorting,Change text direction
6. Merge & split the cells
7. Change border style, fill color, Auto format
8. Set Distribute Rows evenly & Distribute Column Evenly

Week 6

1. Find text
2. Replace the text
3. Goto
4. Spell checking & Grammer checking
5. Create shortcut for Symbols
6. Create & insert the autotext
1. Mail merge
2. Labels
3. Envelops
4. Letter wizard

MS POWER POINT(1 Month)

Week 1

1. Create a new presentation
   (Blank presentation,Autocontent wizard)
2. Saving & Opening a presentation
3. Design the presentation
   (Using graphics,textboxes,cliparts,wordarts)

Week 2

1.Inserting
   -slide numbers
   -date and time
   -slides from file
   -slides from outline
   -movie from file
   -movie from gallery
   -movie from gallery
   -sound from gallery
   -sound from file
   -chart

Week 3

1. Formatting
   Font
   Bullets & Numbering
   Alignment
   Line spacing
   Change case
   Slide Layout
   Slide color scheme
   Background
   Apply design template
   Colors & Lines

Week 4
1. View show
2. Setup Show
3. Action buttons
4. Actions settings
5. Preset Animation
6. Custom Animation
7. Animation Preview
8. Slide transition
9. Custom show

MS EXCEL



Week 1

1. What is a worksheet?
2. Columns,Rows and Cell Addressing
3. Formula bar, Name box
4. Saving & opening the worksheet

Formatting, Insertion, & Deletion

1. Data types
2. Alignments
3. Changing column width
4. Formatting width
5. Inserting row & column, Deleting row & column
6. Inserting worksheet
7. Insert chart, chart options, chart types

Week 2

1. Filling the cells with seies of values
2. Page setup
3. Zooming worksheet
4. Naming Ranges
5. Inserting Picture

Week 3

1. Statistical functions
   Sum,Average, count,Max, Min,Large,Small,Rank
2. Logical Functions : If
3. Mathematical Functions
   Abs,Ceiling,Combin,Counif,Even,Odd,Fact,Floor,GCD,Int,LCM
   Mod,Power,Product,Quotient,Roman,Round,Sort,Subtotal,Sum,
4. Date & Time functions
   Date,Day,Month,Year,Weekday,Time,Hour,minute,Second,Now
5. Text functions
   Left,right,Mid,Len,Proper,Text,Trim,Lower,Upper
6. Database Functions
   Dsum,DAverage,Dcount,DMax,DMin,DGet,DProduct

Week 4

1. Goal Seek
2. Writing Macros
3. Sort
4. Filter,Autofilter,Advanced filter
5. Form
6. Subtotals
7. Data Validation
8. Table
9. Text to columns
10. Pivot table
11. Get external data form a text file

Industrial School

Long Term Trade - Syllabus – Revised

Name of the Trade: COMPUTER SOFTWARE PACKAGE

Space required:

Computer / Lab: 300 Sqft.

Class Room: 200 Sqft.

Trade Theory: NO CHANGE

Trade Practical: NO CHANGE

TOOLS AND EQUIPMENT FOR THE TRADE COMPUTER SOFTWARE PACKAGE:

| S/NO | NAME OF THE ITEM | QUANTITY REVISED |
|---|---|---|
| 1 | SERVER<br>Pentium Processor 4<br>256 MB RAM<br>40 GB HDD<br>1.44 MB FDD<br>SVGA COLOUR MONITOR 14"<br>101 WINDOWS KEYBOARD, INTELLI MOUSE, INTERNAL MODEM<br>16 BIT ETHERNET CARD<br>INTERNET CONNECTION<br>17 NODES with CD writer | 01 |
| 2 | WORK STATION<br>Pentium Processor 4<br>256 MB RAM<br>2 GB HDD<br>1.44 MB FDD<br>SVGA COLOUR MONITOR 14"<br>101 WINDOWS KEYBOARD, INTELLI MOUSE, INTERNAL MODEM<br>16 BIT ETHERNET CARD WITH INTERNET CONNECTION | 04 |

| | | |
|---|---|---|
| 3. | CD DRIVES (READ) | 2 |
| 4. | CD DRIVES (R/W) | 1 |
| 5. | OPTICAL SCANNER | 1 |
| 6. | DOT MATRIX PRINTER | 1 |
| 7. | LASER PRINTER | 1 |
| 8. | 16 PORT HUB FOR LAN | 1 |
| 9. | 500 VA OR HIGHER OFF-LINE UPS FOR NODES | 1 |
| 10. | MULTIMEDIA WORKSTATION | 1 |
| 11. | DESK JET PRINTER SOFTWARE | 10 |
| 12. | OPERATOR CHAIR | 3 |
| 13. | PRINTER TABLES | 1 SET |
| 14. | INSTRUCTOR TABLE CHAIR | 1 |
| 15. | VACUUM CLINE | |
| 16. | SOFTWARE AS REQUIRED TO COVER THE SYLLABUS | 1 |
| 17 | FIRE EXTINGUISHER | 2 |
| 18 | FIRE BUCKET | 1 |
| 19 | FIRST AID KIT | |

ORACLE

Week 1

1.Introduction
2.The PL/SQL Execution Environment
3.The PL/SQL Syntax
4.Data Types
5.The PL/SQL Block Structure
6.Error Handling in PL/SQL

Week 2

1.Working with SQL Forms
2.Form Construction
3.Creating an ORACLE Default form
4.Creating a multiple Record form
5.Triggers
6.ORACLE user defined form

Week 3

1.Selective Dump report
2.Master Detail Report
3.Control Break Report
4.Test Report
5.Report Structure
6.RPT commands

Week 4

1.Procedures
2.How to create a Procedure
3.Advantage of Procedure
4.Functions
5.Creating a Stored Procedure
6.Advantages of Functions

Week 5

1.ORACLE Commands
2.Create command
3.Select command,multiple row select
4.Insert command
5.Update command
6.Delete command,commit,rollback commands

VB 6.0(3 Months)

Week 1&2

1. Sample program to add two numbers
2. Data types
3. Inputbox example
4. Introduction with Forms
5. IF Stmt
6. Checkbox control



Week 3 &4

1. Radio button
2. Listbox
3. Combobox
4. Timer control
5. Menus
6. Picture box control

Week 5&6

1. File,Dir,Drive list box
2. Scroll bar
3. Line,Shape control
4. Files concept - Sequential,Random files
5. MS Flex grid control
6. Class Module (Bank)

Week 7&8

1. Multimedia control
2. Multiple Document Interface (MDI)
3. Common Dialog Control (File,color,Font)
4. Database Accessing Methods - Add,Edit,delete and search
5. DBGrid
6. DataCombo

Week 9&10

1. RDBMS - Relation object
2. Executing SQL Queries
3. Data Environment
4. Data project
5. Data combo control
6. Billing Program (ADO,Data environment)

Week 11&12

1. Status Bar control
2. Tollbar control
3. Clipboard object
4. Rich Textbox control
5. Text editor program
6. Web Browser
7. Active-X control Design

4.Table-<THREAD>..</THREAD>
5.Table-<TBODY>..</TBODY>
6.Table-<TFOOT>..</TFOOT>



Week 4

1.Introduction to frames
2.FRAMESET Element
3.Dynamic Documents-Server Push
4.Dynamic Documents-Client Push
5.Java
6.Activex,VB Script

Project work: One month Project in C++/VB & MS Access.

LIST OF TOOLS AND EQUIPMENTS FOR THE TRADE OF .....
FOR A BATCH OF 20 TRAINEES

| S.No. | DESCRIPTION | QUANTITY |
|---|---|---|
| 1. | COMPUTER<br>SVGA Color Monitor 14" or above<br>107 keys Keyboard/Internet<br>16 bit Ethernet Card<br>PENTIUM II Processor with 128 or 256 MB RAM<br>Minimum 10 GB of Hard disk | 10 |
| 2. | Floppy Drives(1.44 MB) | 3 |
| 3. | CD Drives(Read) | 2 |
| 4. | CD Drives(R/W) | 1 |
| 5. | Optical Scanner | 1 |
| 6. | Dot matrix Printer | 1 |
| 7. | Laser Printer | 1 |
| 8. | 16 Port Hub for LAN | 1 |
| 9. | 500 VA or Higher off-line UPS for nodes | 1 |
| 10. | Multimedia workstation | 1 |

1. C++
2. Word
3. Excel
4. Access
5. Power point.
6. VB
7. Oracle
8. HTML.

Week 6

1.Null value Concepts
2.Default Value Concepts
3.Primary key concepts
4.Unique key concepts
5.Foreign key concepts
6.Check Integrity constraints



Week 7

1.Expression Lists
2.Renaming columns
3.Logical operators
4.Range Searching
5.Pattern Matching
6.Oracle Functions

Week 8

1.Indexes
2.Views
3.Joins
4.Subqueries
5.Cursors
6.ORACLE Transactions
7.Export/Import Modes

HTML(1 Month)

Week 1

1.Objectives
2.Working of Forms
3.Form Elements-Type,value,name,src
4.Form Elements-Checked,Size,maxlength,align
5.Information Type Elements-citation,code,emphasis
6.Information Type Elements-keyboard,sample,strong,variable

Week 2

1.Character Formatting Elements-boldface,big,italics,smalltext
2.Character Formatting Elements strike, subscript, superscript
underline
3.Image Elements
4.Image Map,mapthis
5.Table Element-border,cellspacing,width,align
6.bgcolor,bordercolor,frame,rules

Week 3

1.Table-valign,height,nowrap,colspan
2.Table-<TH..>..</TH>
3.Table-<CAPTION..>..</CAPTION>