

38

LIST OF COMMITTEE MEMBERS FOR THE TRADE OF
COMPUTER SOFTWARE TECHNOLOGY

MEMBERS AND EXPERTS:-

1. Mr. K. Panner Selvam. M.B.,
Regional Joint Director,
Madurai-7.
2. Mr. R. Rajakumar. M.B., M.B.A.,
Principal,
Govt. ITI (Women)
Madurai-7.
3. Mr. G. Subramanian. M.A., D.P.C.S.,
Vice Principal,
Industrial Technology Institute
-Computer Centre,
Tirunelveli.
4. Mrs. R. Kalaiselvi. D.B.C.E.,
Assistant Training Officer
Related Instruction Centre,
Madurai-7.
5. Mr. B. Sathish Kumar. M.C.A.,
Assistant Training Officer,
Govt. ITI (Women)
Madurai-7.
6. Mrs. Udhaya Lakshmi. M.C.A.,
Computer Instructor,
Dr. Ambedkar Cultural Academy,
Mandela Nagar,
Madurai.



COURSE DETAILS

Name of Trade : **COMPUTER SOFTWARE
TECHNOLOGY**

Qualification : **10TH PASS**

Age : **14-40 Years**

Duration : **1 year**

Number of Trainees : **20**

Number of Practical hours : **32 hrs. per week**

Number of Theory Hours : **12 hrs. per week**

Space Required

Workshop : **300 sq. feet**

ClassRoom : **200 sq. feet**

Power Required in KW : **3 k.w.**

Industrial School

Long Term Trade - Syllabus – Revised

Name of the Trade: COMPUTER SOFTWARE TECHNOLOGY

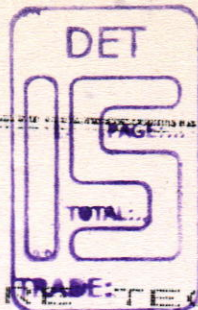
Space required:

Computer / Lab	:	300 Sqft.
Class Room	:	200 Sqft.
Trade Theory	:	NO CHANGE
Trade Practical	:	NO CHANGE

TOOLS AND EQUIPMENT FOR THE TRADE COMPUTER SOFTWARE TECHNOLOGY :

S/NO	NAME OF THE ITEM	QUANTITY REVISED
1.	<p>HARDWARE REQUIREMENTS SERVER</p> <p>PENTIUM IV PROCESSOR OR ABOVE 128 MB MAIN MEMORY OR ABOVE 1.44 MB HDD OR ABOVE 40 GB HDD OR ABOVE 40 X CD ROM OR ABOVE SVGA COLOUR MONITOR 110 INTERNET KEYBOARD MOUSE WITH PAD WITH CD WRITER</p>	1

2.	<p>WORKSTATION</p> <p>PENTIUM PROCESSOR OR ABOVE WITH MULTIMEDIA 64 MB MAIN MEMORY OR ABOVE 1.44 MB FDD 2 GB HDD OR ABOVE SVGA COLOUR MONITOR 110 / 108 KEYBOARD MOUSE WITH PAD</p>	4
3.	<p>OTHER PERIPHERALS / ACCESSORIES:</p> <p>1) SCANNER 2) HP LASER PRINTER 3) INK JET PRINTER COLOUR 4) DOT MATRIX PRINTER 132 COL 5) 16 PORT NT HUB FOR NT 6) 16 PORT HUB WEB BROWSING 7) MODEM 8) TELEPHONE CONNECTION 9) AC 2.5 TONS 10) UPS 11) COMPUTER TABLES AND CHAIRS</p>	<p>1 1 1 1 1 1 1 1 2 1 10 SETS</p>
4.	<p>SOFTWARE REQUIREMENTS</p> <p>ALL THE SOFTWARE SHOULD BE AVAILABLE AS PER THE SYLLABUS COVERING WINDOWS BASED SOFTWARE WITH ADVANCED VERSION</p>	
5.	<p>LAN ENVIRONMENT BASED SYSTEMS:</p> <p>SERVER: (PENTIUM SYSTEM)</p> <p>WORK STATION:</p>	<p>1 4</p>
6.	<p>SOFTWARE REQUIREMENTS</p> <p>ALL THE SOFTWARE SHOULD BE AVAILABLE AS PER THE SYLLABUS COVERING MS-DOS, NOVELL NETWARE AND APPLICATION SOFTWARE WITH ADVANCED VERSION</p>	
7	<p>FIRE EXTINGUISHER</p>	1
8	<p>FIRE BUCKET</p>	2
9	<p>FIRST AID KIT</p>	1



COMPUTER SOFTWARE TECHNOLOGY

Qualification : 10th Pass
 Duration of Training : 52 Weeks (one Year)
 42 Hours/Week

Theory Hours : 12 Hrs/Week
 Practical Hours : 30 Hrs/Week

Total no. of Hours for the Course : $52 \times 42 = 2184$
 Total no. of Theory Hours : $52 \times 12 = 624$
 Total no. of Practical Hours : $52 \times 30 = 1560$

Objective of the Course

- * Learning Fundamentals of Computer.
- * To Attain Data Entry Speed.
- * Provide Hands-on-Experience on PC's.
- * Developing Programming Knowledge.
- * Gaining Office Automation works.
- * Obtaining Experience on Various Operating Platforms.
- * Experience on Latest Technology.
- * Knowledge in Communication through Internet.
- * Knowledge in Computer Hardware Maintenance.
- * Experience through Project Development to Focus the Skill



SYLLABUS

- 1) **Computer Concepts & Operating System**
[MS-DOS, Local Area Network, Windows 98]
- 2) **Office Automation Package**
[MS-Word, MS-Excel, MS-Access]
- 3) **Programming and Problem Solving**
[C++, Visual Basic]
- 4) **RDBMS Package**
[Foxpro, Oracle]
- 5) **Computer Hardware Maintenance**
Concepts.
- 6) **Internet, Email Communication**
- 7) **Project**



MODULE - I

TH : 80 HRS PRA : 100 HRS

COMPUTER CONCEPTS &
OPERATING SYSTEM

UNIT - I

TH : 40 HRS

PRA : - (DEMO)

COMPUTER CONCEPTS

INTRODUCTION

COMPUTER INVENTION, HISTORY OF COMPUTER (ABACUS TO V GENERATION), BLOCK DIAGRAM FUNCTIONS OF EACH BLOCK (INPUT, OUTPUT, CPU, ALU, MEMORY, CONTROL) , COMMUNICATION WITH COMPUTER, INFORMATION INSIDE THE COMPUTER, WORDS, BYTES, BITS, ASCII, EBCDIC, BCD, CHARACTERISTICS OF THE COMPUTER, APPLICATIONS, ADVANTAGES, LIMITATION.

CLASSIFICATIONS -

BASED ON TECHNOLOGY

(I, II, III, IV & V GENERATION COMPUTER)

BASED ON WORKING PRINCIPLE

(ANALOGUE, DIGITAL & HYBRID COMPUTER)

BASED ON POWER

(MICRO, MINI, MAIN FRAME & SUPER COMPUTER)

BASED ON APPLICATIONS

(SPECIAL, GENERAL PURPOSE COMPUTERS)

PERIPHERAL DEVICES

INPUT DEVICES -

ONLINE & OFFLINE DEVICES, PUNCHED CARD READER, MOUSE, KEYBOARD, SCANNER, LIGHT PEN, JOYSTICK, VOICE INPUT, MICR, OCR, OMR, TOUCH TONE TERMINAL, DIGITIZER.



OUTPUT DEVICES -

SOFT COPY & HARD COPY TERMINALS

TYPES OF PRINTERS
(DOT MATRIX, LASER, INK JET, THERMAL)

VISUAL DISPLAY UNIT, AUDIO RESPONSES

TYPE OF PLOTTERS
(DRUM & FLAT BED PLOTTERS)

STORAGE DEVICES -

FLOPPY DISK
(5.25", 3.5", 8" & DSDD, DSHD FLOPPIES)

HARD DISK, MAGNETIC TAPE, CD-ROM

MEMORIES -

TYPES OF RAM & ROM, VIRTUAL MEMORY, CACHE
MEMORY

INPUT TO BACKING STORAGE -

KEY-TO-TAPE, KEY-TO-CASSETTE, CARTRIDGE KEY

TERMINALS

SMART, DUMB & INTELLIGENT TERMINALS

NUMBER SYSTEM

BINARY - ADDITION, MULTIPLICATION, SUBTRACTION,
DIVISION

BINARY, DECIMAL, OCTAL, HEXADECIMAL CONVERSIONS

1'S, 2'S, 9'S & 10'S COMPLIMENTS

7 SEGMENT CODE



UNIT - II

TH : 40 HRS

PRA : - 100 HRS

OPERATING SYSTEM
[MSDOS , LOCAL AREA NETWORK, WINDOWS]

MS-DOS

INTRODUCTION -

DIFFERENT TYPE OF OPERATING SYSTEM, SINGLE USER, MULTI USER, MS-DOS VERSION, SYSTEM FLOPPY, SYSTEM DISK, BOOTING SEQUENCE, TYPE OF BOOTING, PATH, FILENAME, WILD CARD CHARACTER, PIPES, FILTERS, DIRECTORIES, TYPES OF COMMANDS.

INTERNAL COMMANDS -

VER, DATE, TIME, VOL, COPY, CON, TYPE, ERASE, DIR, CLS, MD, RD, CD, ECHO, PAUSE, RENAME, PROMPT, PATH

EXTERNAL COMMANDS -

FORMAT, LABEL, SORT, MORE, MODE, TREE, DELTREE, UNDELETE, MSD, FIND, SCANDISK, MEM, DISKCOPY, DISKCOMP, SYS, XCOPY, FC, DOSKEY, ATTRIB, MOVE, EXE2BIN, MS-BACKUP, DEFRAG

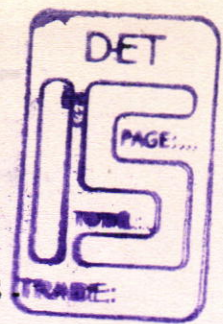
BATCH FILE -

ECHO, GOTO, ERRORLEVEL, IF, EXIST, EXIT, FOR, CONFIG.SYS, AUTOEXEC.BAT

LOCAL AREA NETWORK
[NOVEL NETWARE - LAN]

INTRODUCTION -

TYPES OF NETWORK, LAN, BASIC COMPONENTS OF LAN, SERVER, WORKSTATION, CONSOLE OPERATOR, SUPERVISOR, ENDUSER, NOVELL NETWARE SOFTWARE (NOS, PACKET DRIVER, REQUESTER), TYPES NETWORK INTERFACE CARD AND SPEED OF TRANSMISSION (ARC-NET, ETHERNET, TOKEN RING), TYPE OF CABLES (CO-AXIAL, TWISTED PAIR, FIBRE OPTICS), **CONNECTORS** (BNC, RJ45), BRIDGING, TOPOLOGIES (BUS, STAR, TREE, RING), LIMITS OF VERSION 2.X AND OTHER, HARDWARE REQUIREMENTS FOR SERVER & WORKSTATION, DATA BUS SIZE, OVERALL SPEED, ON-LINE & OFF-LINE SYSTEM, BOOT-ROM.



PUBLIC & SUPERVISOR COMMANDS

LOGIN, LOGOUT, USERLIST, WHOAMI, SEND, LISTDIR, RENDIR, FLAG, FLAGDIR, RIGHTS, GRANT, REVOKE, NVER, NCOPY, NPRINT, FILTER, SALVAGE, PURGE, SYSTIME, ATTACH, VERSION, SMODE, TEST, CAPTURE, ENDCAP, MAP, CHKDIR, CHKVOL, VOLINFO, DISPACE, CASTOFF, CASTON, SYSCON, MCONSOLE, SETPASS.

CONSOLE COMMANDS -

SPEED, VERSION, NAME, DISK, MONITOR, CLEAR STATION, DISPLAY SERVERS, DISPLAY NETWORKS, SET TIME, DISABLE LOGIN, ENABLE LOGIN, BROADCAST, DOWN, DOS, EDIT, CLS/OFF, CONFIG, TIME, LOGIN SCRIPT AND MENU DRIVEN PROGRAM CREATING, EDIT.

WINDOWS '98

WINDOWS -

WINDOWS AN OVERVIEW, DESKTOP, ICONS, FOLDERS, MINIMIZING / MAXIMAZING WINDOWS, MOUSE POINTER SHAPE, WORKING FAST IN WIN '98, TASKBAR, WINDOWS EXPLORER, MY COMPUTER, RECYCLE BIN, ACCESSORIES, MS-PAINT, NOTE PAD, CHANGING WALL PAPER, SCREEN SAVER, SYSTEM PERFORMANCE TEST THROUGH SCANDISK, DEFRAGMENTATION, DISK CLEANUP.

MODULE - II TH : 120 HRS PRA : 300 HRS

OFFICE AUTOMATION
[MS-WORD, MS-EXCEL, MS-ACCESS]

UNIT - I TH : 40 HRS PRA : - 100 HRS

MS-WORD

WORD -

BASICS, STARTING WORD, CREATING NEW DOCUMENTS, OPENING PRE-EXISTING DOCUMENTS, TYPING, SELECTING, DELETING TEXT, UNDO, REDO, INSERTING TEXT, REPLACING TEXT, FORMATTING, COPYING & MOVING TEXT, FORMATTING TEXT & DOCUMENT- AUTO FORMAT, CHARACTERS, DROP CAPS, FORMATING PARAGRAPHS, LINE SPACING, MARGINS AND



GUTTERS, PAGE BREAK, PAGE SETTING, PAGE PREVIEW, CREATING HEADER, FOOTERS, CREATING END NOTE AND FOOT NOTE, CROSS-REFERENCES, CAPTION, BOOKMARKS, INDEXES, TABLE OF CONTENTS.

WORKING WITH GRAPHICS - IMPORT GRAPHICS, DRAWING OBJECTS; WRITER'S TOOLS - SPELLING CHECKER, AUTO CORRECT, FIND & REPLACE, ANNOTATION MACROS: WHAT ARE MACROS, RECORDING, EDITING & RUNNING MACROS. MAIL MERGE - DATA SOURCE AND MAIN DOCUMENT, CREATING A MAIL MERGE DOCUMENT, USING WORD WITH OTHER APPLICATIONS, CONVERTING FILE FORMATS, FILE MANAGEMENT, OPENING, SAVING, PROTECTING DOCUMENTS AND PRINTING

UNIT - II

TH : 40 HRS

PRA : - 100 HRS

MS-EXCEL

EXCEL -

INTRODUCTION - OVERVIEW OF EXCEL FEATURES, CREATING A NEW WORKSHEET, SELECTING CELLS, ENTERING AND EDITING TEXT, VALUES AND FORMULAS, REARRANGING WORKSHEETS - MOVING CELLS, COPYING CELLS, SORTING CELL DATA, INSERTING ROWS, INSERTING COLUMNS, INSERTING CELLS, DELETING PARTS OF A WORKSHEET, EXCEL FORMATING - EXCEL PAGE SETUP, CHANGING COLUMN WIDTH AND ROW HEIGHT, AUTO FORMAT, MANUAL FORMATTING, CHANGING FONT SIZE, ADJUSTING ALIGNMENT, CHANGING COLOURS, INSERTING AND REMOVING PAGE BREAKS, HIDING ROWS & COLUMN, ORGANIZING LARGE PROJECTS - SPLITTING WINDOWS & FIXING TITLES, WORKING WITH MULTIPLE WORKSHEETS, VIEWING MULTIPLE WINDOWS, FUNCTIONS - ONLINE FUNCTIONS HELP, FUNCTION WIZARD, EXCEL CHART - INSTANT CHART, CREATING CHART ON A SEPERATE WORKSHEET, PRINTING CHART, DELETING CHART, USING WORKSHEET AS DATABASE - CREATING A DATABASE, SORTING A DATABASE, FILTERING RECORDS.

UNIT - III

TH : 40 HRS

PRA : - 100 HRS

MS-ACCESS

ACCESS -

DESIGN DATABASE, IMPORT TABLES AND FILES, EXPORT TABLES AND FILES, SEND OUTPUT TO OTHER APPLICATIONS, CREATE TABLES AND DESIGN FIELDS FOR SORTING DATA.



CREATE QUERIES THAT ASK QUESTIONS & PROVIDE ANSWERS ABOUT DATA, DESIGN REPORTS THAT PRESENT DATA EFFECTIVELY, CREATE MACROS TO AUTOMATE TASKS.

MODULE - III TH : 180 HRS PRA : 450 HRS

RDBMS PACKAGES
[FOXPRO, ORACLE]

UNIT - I TH : 90 HRS PRA : - 225 HRS

FOXPRO

INTRODUCTION -

WHAT IS DATABASE, SIMPLE AND RELATIONAL DATABASE, DBASE V/S FOXPRO, INTRODUCTION TO MENU SURFACE, DIALOGUE BOX AND EDITOR, FOXPRO TECHNICAL SPECIFICATIONS.

DATABASE :

CREATING DATABASE, CREATING NEW DATABASE, DEFINING STRUCTURES, FIELD NAMES AND THEIR LIMITATIONS, COPYING AND MODIFYING STRUCTURE OF DATABASE FILE , HANDLING DATABASE, APPENDING, EDITING, BROWSING, DELETING, INDEXING - SIMPLE AND COMPOUND INDEXES , SORTING, SEARCHING USING LOCATE, FIND, FOUND, CONTINUE, SEEK QUERY AND LOGICAL OPERATIONS,

UTILITIES -

REPORT GENERATION - REPORT MENU, LAYOUT TOOLS, PAGE LAYOUT, PAGE PREVIEW, QUICK REPORTS ETC., MAILING LABELS - LABEL LAYOUT AND PRINTING., SCREEN BUILDER - CREATING SCREEN LAYOUTS, CONTROLLING SCREEN DESIGN AND GENERATION CODES., MENU BUILDER - DESIGNING MENU, MENU COMMANDS DEFINING MENUS, QUERY, UNDERSTANDING RELATIONAL DATABASE, WORKING WITH VIEW WINDOW, RELATIONAL QUERY BY EXAMPLE.

ADVANCED TECHNIQUES -

KEYBOARD MACRO, RECORDING, EDITING AND USING MACRO, APPEND FROM COMMAND, COLORS. COMMAND FILES - HOW

TO CREATE , MODIFY , RUN COMMAND FILES & ALL ITS RELATED COMMANDS, PROCEDURE FILES, FOXPRO FUNCTIONS.



UNIT - II

TH : 90 HRS

PRA : - 225 HRS

ORACLE

RELATIONAL DATABASE MANAGEMENT SYSTEM -

FILE MANAGEMENT SYSTEM, DATA MODELS . RDBMS CONCEPTS, RELATIONAL OPERATORS, STRUCTURED QUERY LANGUAGE, COMPONENTS OF ORACLE PRODUCTS, STRUCTURED QUERY LANGUAGE, BASICS, SELECT WITH IN BETWEEN , LIKE , IS NULL CLAUSES, GROUP FUNCTIONS, SELECT WITH GROUP BY HAVING, ORDER BY RETURNING CLAUSES - FUNCTIONS, JOINS, SUB QUERIES , CO-RELATED SUB QUERIES - SQL PLUS COMMAND, ORACLE ENHANCEMENT - ORACLE DATA TYPES, TABLE ,CREATE ,ALTER, DROP, DATA INTEGRITY RULES, CONSTRAINTS, DML STATEMENTS, VIEWS, TRANSACTIONS, SEQUENCES SYNONYMS. INDEXES, LOB'S.

PL / SQL I -

DATA TYPES, PL / SQL BLOCK STRUCTURE, DECLARATION PART, CONDITIONAL CONTROL TRANSFER, NESTED PL/SQL BLOCKS., CURSORS PARAMETERIZED CURSORS, MULTIPLE CURSORS, EXCEPTIONS.

PL / SQL - II -

CURSOR VARIABLES. REF CURSOR BIND VARIABLES, STORED SUB PROGRAMS, STORED PROCEDURES, STORED FUNCTIONS, PACKAGE., DATABASE TRIGGERS, PURPOSE OF DB TRIGGERS,

ORDBMS - I -

OOPS CONCEPTS, OBJECTS, INSTANCE, CLASS , SUB CLASS, ENCAPSULATION, INHERITANCE, POLYMORPHISM, REUSABILITY, ABSTRACTION, BENIFITS OF OOPS, OBJECT RELATIONAL DATABASE, OBJECT TYPES, OBJECT TABLES, OBJECT VIEWS WITH REFS.

ORDBMS -II -

COLLECTION TYPES, NESTED TABLES, VARYING ARRAYS



CLIENT/SERVER ARCHITECTURE -

NORMALIZATION, INTRODUCTION TO CLIENT SERVER ARCHITECTURE, FRONT END AND END, 3 TIRE STRUCTURE, SIMPLE FORM CREATION INTERFACING WITH ITEMS, INTERFACE ITEMS. INTRODUCTION TO TRIGGERS. BUILT IN PROCEDURES, EDITORS, CREATING INTERFACE ITEMS DISPLAY ITEMS. CHECK BOX, RADIO GROUP, LIST ITEMS. CALCULATOR ITEMS. TIMER, TRIGGERS & LOV'S, TRIGGER CONCEPT, SMART TRIGGERS, CLASSIFICATION OF TRIGGERS. RECORD GROUP LOV'S

SYSTEM VARIABLES AND FORM OBJECTS

SYSTEM VARIABLES, VISUAL ATTRIBUTES. TYPE OF CLASSES. WINDOWS, PROPERTY, CLASSES, PARAMETERS, ADVANCED FORMS - ALERTS, OLE OBJECTS, OPEN FORMS, CALL FORMS, NEW FORMS, MENUS, RELATIONAL AND REUSABLE OBJECTS - MASTER DETAIL RELATIONSHIPS, PL/SQL LIBRARIES, OBJECT GROUPS, OBJECT LIBRARIES, ORACLE REPORTS - INTRODUCTION - DIFFERENT TYPES OF REPORTS, COMPONENTS OF REPORT BUILDER, ADVANCED REPORTS - ORACLE REPORT INTERFACE, SUMMARY COLUMN, PLACE HOLDER / FORMULA COLUMN, PARAMETERS, FORMAT & ACTION TRIGGERS, REPORTS USING GRAPHICS, INTRODUCTION, DIFFERENT CHART TYPES, CREATING CHARTS, WITH DRILL DOWN EFFECT, REPORTS, GRAPHICS, ACTIVE X IN FORMS, CALLING REPORTS & GRAPHICS FORM, FORMS PASSING PARAMETERS, WHILE CALLING REPORTS, CHART FROM FORMS, ACTIVE X CONTROL, IN FORMS CREATING DATABASE OBJECTS IN FORMS.

MODULE - IV TH : 180 HRS PRA : 450 HRS

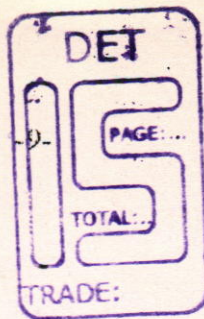
PROGRAMMING & PROBLEM SOLVING
[C++ , VISUAL BASIC]

UNIT - I TH : 90 HRS PRA : - 225 HRS

C++ PROGRAMMING

INTRODUCTION -

INTRODUCTION - OBJECT ORIENTED PROGRAMMING, DATA-TYPES, TYPE CONVERSION, STRUCTER SCREEN, LAYOUT, COMPILING DEBUGGING AND DEFINING VARIABLES.



POINTERS:-

DECLARATION OPERATOR , POINTER ARITHMETIC ,
FUNCTIONS WHICH RETURNS , POINTER, NULL POINTER
STRINGS AS ARRAY & POINTERS GET ()/PUT FUNCTIONS
STRING FUNCTIONS, POINTER USAGE, FILE POINTERS.

ARRAYS:-

DEFINITION , ARRAYS ELEMENT, ARRAYS HANDLING USING
OPERATORS .

CLASS & TEMPLATE:-

ENUMERATION TYPES SPECIFYING A CLASS, REUSABLE
CLASS, CONSTRUCTOR WITH DEFAULT ARGUMENT,
DESTRUCTORS, FUNCTION , DEFINING MEMBER FUNCTIONS.

INPUT AND OUTPUT:-

FORMATTED INPUT AND OUTPUT, OVERVIEW, PRINTF & SCANF
, FPRINTF, FSCANF, FILE INPUT AND OUTPUT CHARACTER,
BUFFER INPUT & OUTPUT AND UNBUFFERED INPUT & OUTPUT.
SOME POINTS ABOUT STATUS BAR, DIALOG BOX ,
DISTINGUISHING FEATURES OF A DIALOG BOX, TYPES OF DIALOG
, BOX (MODEL & MODELLESS), MODEL , DIALOG BOX, MODELLESS
, DIALOG BOX, TYPES OF DIALOG BOXES - COMMON &
CUSTOM DIALOGS

TEMPLATES:-

CREATING TEMPLATES, CLASS TEMPLATES, FUNCTION
TEMPLATE AND TEMPLATE ARGUMENT IMPLEMENTATION OF
OOP'S.

UNIT - II

TH : 90 HRS

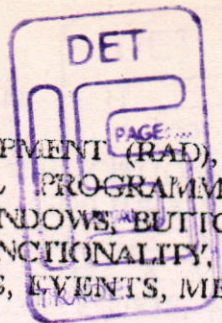
PRA : - 225 HRS

VISUAL BASIC

INTRODUCTION -

INTRODUCTION, CHARACTER BASED SYSTEM, GRAPHICAL
USER INTERFACE, THE NEED FOR VISUAL PROGRAMMING.

VISUAL PROGRAMMING -



RAPID APPLICATION DEVELOPMENT (RAD), ADVANTAGES & DISADVANTAGES OF VISUAL PROGRAMMING, VISUAL INTERFACE COMPONENTS, WINDOWS, BUTTONS, TEXT BOXES, & LIST BOXES, DEFAULT FUNCTIONALITY, OF INTERFACE COMPONENTS, PROPERTIES, EVENTS, METHOD, EVENT DRIVEN PROGRAMMING, REPONS TO AN EVENT, PROGRAMMING IN VISUAL BASIC, MORE ABOUT VISUAL BASIC CONTROLS.

INTERFACE COMPONENTS

THE FORMS, FROM PROPERTIES, FROM METHODS, FROM EVENT, & LIST BOX, THE LIST BOX PROPERTIES, METHODS EVENTS, THE COMBO BOX (CR) DROP DOWN LIST BOX, COMBO BOX, PROPERTIES, METHODS, EVENTS, THE RADIO BUTON (OR) OPTION BUTTON, OPTION BUTTON PROPERTIES, METHODS, EVENTS, THE FRAME CONTROL, PROPERTIES, METHODS & EVENTS, THE CHECK BOX, PROPERTIES, METHODS & EVENTS, THE SCROLL BAR, PROPERTIES, METHODS & EVENTS, THE TEXT BAR PROPERTIES, METHODS & EVENTS, THE BUTTONS, PROPERTIES, METHODS & EVENTS, THE LABELS PROPERTIES, METHODS & EVENTS, GOOD USER INTERFACE DESIGN, POSITIONING OF CONTROL, UNIFORMITY OF INTERFACE ELEMENTS, SIMPLICITY OF THE DESIGN, METHODS, MENUS, REGULAR POPUP.

SUBMENU

DESIGNING A MENU, TOOL BAR, PROPERTIES, METHODS & EVENTS, SOME POINTS ABOUT TOOLBAR, STATUS BAR, PROPERTIES, METHODS & EVENTS

DATA ACCESS -

SOME IMPORTANT CONCEPTS IN VISUAL BASIC, PROCEDURE, MODULES, SCOPE & VARIABLES, VARIABLE WITH IN A PROCEDURE, VARIABLE WITH IN A MODULES, VARIABLE USED BY ALL MODULES, SOME POINTS ABOUT GLOBAL & LOCAL VARIABLES, PASSING ARGUMENT TO PROCEDURE, PASSING ARGUMENT BY VALUE, PASSING ARGUMENT BY REFERENCE RETURN VALUE, CALLING PROCEDURES, CALLING SUB, PROCEDURE, CALLING FUNCTION PROCEDURE.

CLIENT SERVER APPLICATIONS :

THE CLIENT, THE SERVER, UNDERSTANDING ACCESS - VISUAL BASIC AS CLIENT SERVER. COMBINATION, USER INTERFACE & APPLICATION, THE DATA BASE ENGINE, THE DATA STORE, THE DATA CONTROL, USING A DATA CONTROL, RECORD SET, BOUND CONTROL, DATA CONTROL PROPERTIES, DATA CONTROL METHODS, EVENTS, BOUND CONTROL



PROPERTIES, SIDI AND MDI APPLICATIONS, INTRODUCTION SINGLE DOCUMENT INTERFACE (SDI), DRAW BACKS OF USING SDI, MULTIPLE DOCUMENT INTERFACE (MDI), A SAMPLE APPLICATION USING MDI, CREATING A MDI APPLICATION, CHARACTERISTICS OF MDI COMPONENTS, SOME POINTS TO NOTE ABOUT MDI, ACTIVE & INACTIVE WINDOWS, ACTIVATING & DEACTIVATING WINDOWS, ARRANGING CHILD WINDOWS.

MODULE - V TH : 64 HRS PRA : 160 HRS

Concepts
COMPUTER HARDWARE MAINTENANCE &
COMMUNICATION THROUGH INTERNET & EMAIL

UNIT - I TH : 14 HRS PRA : 35 HRS

CONCEPTS
COMPUTER HARDWARE MAINTENANCE

HARDWARE, SOFTWARE, FIRMWARE, HUMAN WARE, FREE WARE, MALWARE, INTERNAL AND EXTERNAL HARDWARE, IBM PC FAMILY, EXTERNAL CONNECTION IN THE SYSTEM CABINET, REAR VIEW OF THE SYSTEM, CREATING SYSTEM DISK IN MS-DOS & WINDOWS, SYSTEM PERFORMANCE TEST IN WINDOWS THROUGH SCANDISK AND DEFRAGMENTATION, PREVENTIVE MAINTENANCE CORRECTIVE MAINTENANCE, MAINTENANCE THROUGH SOFTWARE-HARDWARE & SOFTWARE APPROACH, IDENTIFYING VARIOUS HARDWARE COMPONENTS, FLOPPY DISK DRIVE HEAD CLEANING, MAINTENANCE ON FLOPPY DISK, PRINTER SELF TEST, CLEANING VIRUS, MOUSE-SCANNER-PRINTER INSTALLATION IN WINDOWS.

UNIT - II TH : 50 HRS PRA : 125 HRS

COMMUNICATION THROUGH
INTERNET & EMAIL

INTRODUCTION:

HISTORY, OVERVIEW OF INTERNET, ADVANTAGES, FUNCTIONALITY, ACCESSING, BEGINNING WITH INTERNET - THE WORLD WIDE WEB (WWW), E-MAIL, SEARCH ENGINES.

WEB BROWSERS -

MOSAIC, NETSCAPE NAVIGATOR, MICROSOFT INTERNET EXPLORER, FEATURES OF INTERNET EXPLORER, FREQUENTLY ASKED QUESTIONS, SEARCHING UNIVERSITY ON THE WEB.



EMAIL -

CREATING THE EMAIL-ID, SENDING AND RECEIVING EMAIL, MICROSOFT EXCHANGE, MICROSOFT MAIL APPLICATIONS, INBOX, SETTING UP INBOX, SIMPLE MAIL TRANSFER PROTOCOL.

HTML-

INTRODUCTION TO HTML, IMPORTANCE OF HTML, ELEMENTS OF HTML, SIMPLE HTML PROGRAM

MODULE - VI TH : - PRA : 100 HRS

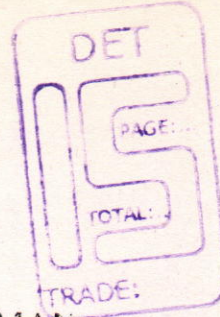
PROJECT

- * THE DEVELOPMENT OF THE PROJECT IS TO BE COMMENCED IMMEDIATELY AFTER THE COMPLETION OF THE SYLLABUS MODULE IV, UNIT I
- * THE DURATION OF THE PROJECT IS TO BE ABOUT 2 MONTHS INCLUDES INFORMATION COLLECTION, ANALYSIS, CONSTRUCTION, DEBUGGING, AND TESTING.
- * THE PROJECT SHOULD BE DEVELOPED IN ANY ONE OF THE FOLLOWING SOFTWARE.,
 - 1) VISUAL BASIC
 - 2) ORACLE
 - 3) FOXPRO

ESSENTIAL OF PROJECT

IMPLEMENTING THE KNOWLEDGE, CREATIVE MIND IN ORDER TO FACE THE LATEST SOFTWARE TECHNOLOGY REQUIREMENTS.

*** END OF SYLLABUS ***



REFERENCE BOOKS :

- 1) COMPUTER PRIMER - RAJA RAMAN.
- 2) COMPUTER & COMMON SENSE - ROGER HUNT & JOHN SHELLY
- 3) ILLUSTRATED MSDOS 6.22 - RUSSELL A. STULTZ
- 4) DOS GUIDE - PETER NORTON
- 5) NOVEL NETWARE 2.X/3.X COMMAND REFERENCE -
- 6) ABC OF WINDOWS
- 7) WINDOWS SIMPLIFIED - RUTH MARAN
- 8) MICROSOFT OFFICE - EDWARD JONES
- 9) EXCEL MADE SIMPLE - SIEGEL
- 10) EXCEL FOR DUMMIES
- 11) ABC OF ACCESS - COWART
- 12) MASTERING ACCESS - SIMPSON
- 13) MASTERING WORD - MANDFIELD
- 14) PROGRAMMING WITH C++ - D. RAVICHANDRAN
- 15) C++ PROGRAMMERS GUIDE - MARK NELSON
- 16) TEACH YOURSELF C++ - STEVENS
- 17) VISUAL BASIC 6 - EVANGELOS PETROUTSOS
- 18) VISUAL BASIC - MURACH'S - BPE
- 19) FOXPRO LANGUAGE - MACHANAHAM
- 20) FOXPRO MADE SIMPLE - TAXALI
- 21) PROGRAMMERS GUIDE TO FOXPRO - DICKLER
- 22) ORACLE - FORMS-DEV 2000 - BPE
- 23) ORACLE 8 - EDWARD HONOUR, PAUL, KAPLAN
- 24) IBM-PC & CLONES - B.GOV. NDARAJALU
- 25) HTML COMPLETE - BPE
- 26) ABC OF INTERNET - CROMLISH
- 27) INTERNET COMPLETE - BPE