



VIDYASAGAR UNIVERSITY
Midnapore – 721 102
West Bengal

Phone: (03222) 276554/555/557/558
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INFORMATION BROCHURE

[1 – yr. Diploma in Office Automation & Internet technologies]

For PG/UG Students

This is for information to all PG/UG students of the University that University has opened a one year Diploma Course in Office Automation & Internet Technologies for Regular PG student. The diploma course consist of two module as follows:

1. **Certificate course in “Office Automation & Internet Technologies”, Module – I**
2. **Advanced Certificate course in “Office Automation & Internet Technologies”, Module – II.**

A student who completes both the Modules will be eligible to be awarded with 1- year diploma in the subject.

Session : August to January every year.

Class duration : 4.00 – 6.00 pm (beyond regular class hour)

Course Fee : Rs. 2000/- for Module – I

: Rs. 2500/- for Module – II

: Rs. 4000/- for Admission to both the Module at a time.

Admission : Apply in prescribed application form available at enquiry counter / office of Computer Centre with requisite course fees to be submitted to cash counter during February – July, every year.

Intake : 30 on first come first serve basis.

Examination : Each of the Module consist of 200 marks (2 – papers). Examination will be held in February one module at a time of 200 marks every year.

1- year diploma course in “Office Automation & Internet Technologies”. **Course Curricula**

A. Module – I : Certificate Course in Office Automation & Internet Technologies”.

Full Marks : 200 (Theory – 100, Practical – 100)

Syllabus : Computer Fundamental :

Use of Computer, Hardware, Accessories, Interfaces and their functions, Computer Hardware connectivity. Software, types of Software, Operating System. Software used in Academic Departments, Programming Languages. Working in Windows and Linux.

MS-Word, MS-Excel, MS-Access and MS Powerpoint.

Internet Technologies:

What is LAN and Internet, Internet structure, Use of LAN and Internet and handling it.

Searching learning contents, class notes, lectures of PG courses on different papers and topics (e-learning).

Searching Informations in the Internet, surfing Internet, Information resources in Internet, handling e-mail, News etc.



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Electronic Books and Journals in the Internet and E-journal Consortia, Digital Library.

B. Module – II : Advanced Certificate Course in “ Office Automation & Internet Technologies”.(Proposed)

Full Marks : 200 (Theory – 100, Practical – 100)

Syllabus :

i. Advanced Operating System and its Administration:

Process Management, Memory Management, Windows 2003 Administration.

ii. Advanced Networking Technologies and its Administration :

Introduction to Networking, OSI Layers, Switches, Routers, LAN & WAN Components, TCP/IP Protocol.

iii. Programming Languages C ++ :

Classes & Objects Inheritance, Polymorphism, Overloading and overriding, JAVA – Operators & Variables, I/O Handling, Exception, Multithreading, Applets.

iv. Web Based Database Administration:

HTML, PHP & MYSQL, Webpage Design and Maintenance.

Admission Period : February – July every year.

Session : August – January every year.

Class hour : 4.00 – 6.00 pm (beyond regular class hour of the PG students)

(2 days in a week)

Intake – 30, on first cum first server basis.

Examination – In the month of February every year.

Others details including course curricula etc. may be available from the office of the Computer Centre, Vidyasagar University.

IMPORTANT NOTE : Those PG students who has already completed the Module – I : Certificate course in ”Office Automation & Internet Technologies”. During 2007 – 2008 may undergo the 2nd Module and get admitted to 2nd Module during February – July – 2008.

A students of this course will get the following facilities of Computer Centre in addition to their regular course activities:

- i) Full Internet facilities for searching, surfing , email, course material search, books & journal search and all other related facilities during their course of study*
- ii) Computational facilities with academic department specific software.*
- iii) Practical facilities of their courses.*
- iv) Hands on practice in using computers.*

Director
Computer Centre
Vidyasagar University

Registrar
Vidyasagar University