

**GOVERNMENT OF TAMIL NADU  
DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI-600 025**

**CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION,  
“JUNE 2010”**

**NOTIFICATION NO.103002 /Q3/2010**

Applications are invited for the Certificate Course in “**Computer on Office Automation Examination JUNE 2010**” 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.
- II. A pass in **Junior Grade Typewriting Examination in English / Tamil** Conducted by the Department of Technical Education, Tamil Nadu or the Equivalent Examination thereof.

**OR**

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

The Candidate should possess the prescribed qualification on the date of publication of this notification.

**B. TRAINING QUALIFICATION:**

- I. Candidate should have undergone a minimum of **120** hours of training in a recognised Typewriting Institute or Government / Government Aided / Self-finance 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.

<b>PAPERS</b>	<b>EXAM</b>	<b>DATE OF EXAM</b>
<b>(i) Paper I</b>	<b>... Theory Examination (2 Hours Duration)</b>	<b>19.06.2010 Saturday</b>
<b>(ii) Paper II</b>	<b>... Practical Examination ( 2 Hours Duration)</b>	<b>20.06.2010 Sunday</b>

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

...2...

**D. APPLICATION FORMS AND EXAMINATION FEE :**

<b>Cost of Application</b>	<b>Rs, 30/- in Person Rs. 42/- by Post for one application and Rs. 5 /- in excess for every additional application by post towards Postal Expenditure.</b>
<b>Date from which the application form will be issued</b>	<b>12.04.2010 onwards</b> at the Directorate of Technical Education on all working days during working hours and also can be downloaded from the websites. ( <a href="http://www.tndte.com">www.tndte.com</a> ) and ( <a href="http://www.tndte.gov.in">www.tndte.gov.in</a> )
<b>Last date for getting+ Application forms by post</b>	<b>03.05.2010</b>
<b>Last date for getting Application form directly from DOTE in person</b>	<b>07.05. 2010</b>
<b>Last date of Submission of duly filledup Application</b>	<b>14.05.2010 (without fine) 19.05.2010 (with fine Rs. 5/-)</b>
<b>Examination Fee</b>	(a) <b>Rs. 500/-</b> (b) <b>Rs. 530/-</b> (If the application form is Downloaded from the website)
<b>Mode of Payment</b>	Application and Examination fees should be paid by Demand Draft Drawn in favour of <b>Additional Director of Technical Education (Exam), Chennai -25.</b>

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

**(Sd/-) S. Annadurai**  
**Additional Director of Technical Education (Exam) I/c**

**Chennai - 600 025**

**Dated :**

**Regional Officer IV**

Cost of Application Rs.30/-  
(with syllabus)

Application No:

**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  
Candidate)

- 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** :
- 4. Sex** : Male / Female
- 5. Permanent Address** :
- 6. Qualification** : **Typewriting English/Tamil  
(Junior Grade).**  
(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)

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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 behave properly in obedience to the rules and regulations of the chairman, Board of Examination for the smooth conduct of the Examination. If any particulars furnished by me are found false at later stage or any lapse in my behavior is found during Examination I will accept any kind of punishment that may be decided by the Chairman, Board of Examination, Chennai – 25.

Place:

Date :

Signature of the Candidate

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**CERTIFICATE\***

(To be filled in only by Commerce Institute / Polytechnic candidates)

Certified that ..... studying in my Institute and 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

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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.

**HALL TICKET**  
**CERTIFICATE COURSE IN COMPUTER ON OFFICE AUTOMATION**  
**JUNE / DECEMBER 2010.**

Name in Capital Letters :

REGISTER NUMBER\* :

\*(To be assigned by Chairman's Office)

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

**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 in SSLC of Tamilnadu State of Equivalent Examination thereof. AND  
A pass in Junior 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 Examination in English/Tamil of the Department of  
Technical Education, Tamilnadu or equivalent Examination 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 arrangements are Made by the Department
7. Examination Fee of Rs.500/- 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 candidate 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.



**CERTIFICATE COURSE IN  
COMPUTER ON OFFICE AUTOMATION**

**SYLLABUS**

**UNIT – 1**

**1.1 Fundamental of Computers**

History of computers, Computers generations, applications 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, kilo byte, mega byte, 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, laser printers, ink-jet printers, plotters.

*(5 hours)*

**1.3 Introduction to Software and Operating System**

Introduction languages and Packages, Definition; mode of operation – batch, on-line, 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, UNFORMAT 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, window borders and printer, windows organization – list of programs available in START menu, usage of those programs; operating 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, 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 – applications 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 worksheet, moving around in a worksheet, selecting data range, using the interface (toolbars, menus), editing basics, working with workbooks, 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**

***(2hrs. Theory + 3hrs. Demonstration)***