

# **UNIVAL COMPUTER SCHOOL**

**MAIN CAMPUS:** 47, SILUKO ROAD, OLIHA QUARTERS, BENIN CITY, EDO STATE  
**CAMPUS II:** 25A UNIVERSAL STREET, OFF MEDICAL STORES RD. JUNCTION, BENIN CITY

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## **STUDENTS PROSPECTUS**

**&**

## **HANDBOOK**

**INTRODUCTION**

This Prospectus is a must for all Student in this institution as it gives detailed description of the course content of all the courses. It will among other things assist students in;

- Monitoring their academic progress
- Prepare ahead for lectures
- Carefully plan an academic activities
- Know if all the topics in a particular course were taught during the course of their program.

**PROGRAMS**

The school currently runs the following programmes at various levels (Regular and Executive Programs)

<b>DIPLOMA</b>	<b>DURATION</b>
- Diploma in Desktop Publishing	1 Year
- Diploma in Computer Science	1 Year
- Diploma in Computer Engineering	1 Year

<b>CERTIFICATE</b>	<b>DURATION</b>
- Cert. in Desktop Publishing	6 Months
- Cert. in Computer Engineering	6 Months
- Cert. in Spread Sheet-Accounting	3 Months
- Cert. in Word Processing/Secretariat Studies	3 Months
- Cert. in Graphic Design	3 Months
- Cert. in Computer Engineering	3 Months
- Certificate in Networking	1 Month
- Cert. in Word Processing – WP1	2 Months
- Cert. in Word Processing – WP2	1 Month
- Cert. in Word Processing – WP3	2 Weeks
- Cert. in Word Processing – WP4	1 Week

<b>ADVANCED PACKAGES</b>	<b>DURATION</b>
- DBMS-Database Management Software Training	1 Month
- Advanced Accounting Software Training (PEACHTREE)	1 Month
- Statistical Software Training – SPSS	1 Month
- Engineering Software Training – AUTOCAD	1 Month

<b>WEB DEVELOPMENT &amp; DESIGN</b>	<b>DURATION</b>
- Basic Class	4 Weeks
- Intermediate Class 1 – WD1	6 Weeks
- Intermediate Class 2 – WD2	3 Months
- Advanced Class	6 Months

<b>PROGRAMMING</b>	<b>DURATION</b>
- Introduction to C++	1 Month
- Introduction to Visual Basic	1 Month
- Level 1 Certificate in A+	3 Months
- Level 2 Certificates in A+	6 Months

Please note that there are customized programmes available on demand.

**DIPLOMA IN DESKTOP PUBLISHING****PROGRAM DURATION: 1 YEAR**

This Program shall be run thus:

- First Semester - 4<sup>1/2</sup> Months (1<sup>st</sup> 135 Days)
- Second Semester - 4<sup>1/2</sup> Months (2<sup>nd</sup> 135 Days)
- Third Semester - 3 Months (95 Days)
- 12 Months (365 Days)

<b>FIRST SEMESTER COURSES</b>		
<b>CODE</b>	<b>COURSE</b>	<b>UNITS</b>
UC001	COMPUTER APPRECIATION - L1	2
UC009	WINDOWS/MS-DOS - L1	2
UC002	TYPING TUTOR	3
UC003	MICROSFT WORD – L1	2
UC004	MICROSOFT POWERPOINT – L1	2
UC005	MICROSOFT EXCEL – L1	2
UC007	COREL DRAW – L1	2
SS001	OFFICE PRACTICE	2
AC001	FINANCIAL ACCOUNTING	2
UC008	PRINT ARTIST – L1	2
UC006	PAGE MAKER – L1	2
UC013	MICROSOFT ACCESS – L1	2
<b>TOTAL UNITS</b>		<b>25</b>

**Course:** Computer Appreciation – Level 1 UC001

**General Objective:** This course is designed to explore the evolution of Computer generations and Basic Computer Parts.

**Topics:**

1. Definition of the Computer
  - Review of various scholastic Definition of the Computer System
  - Deriving a suitable definition of Computer system, embracing various structural component of the Computer System
  - Types of Computer
    - Mainframe Computers
    - Mini Computers
    - Micro Computers
  - Classes of Computer
    - Classification based on Size, Type and Operations
  - Characteristics of the Computer
    - Speed, Accuracy, Reliability e.t.c
2. Computer and the Society.
  - Uses of the Computer
  - Current Areas of Computer Application
  - Potential Areas of Computer Application
  - Usefulness of the Computer to Modern day communication
3. Evolution of Computer; Generations of Computer.
  - Summary of the trends of various past and future Computer Generations

- *Comparison of the various Computer Generation; both in terms of Software and Hardware changes.*
- 4. Parts of Typical Computer
  - *Review of the various Computer parts; Input Unit, Memory Unit, ALU – Arithmetic ad Logic Unit, CU-Control Unit, Output Units e.t.c.*
  - *Computer Peripherals*
- 5. Revision and Examination

**Course:** Windows/MS-Dos – Level 1

UC009

**General Objective** This course is designed to enable students identify basic concept and procedure for creating, viewing and managing fees, directories and disks. This includes procures for changing file attributes and the ramifications of those changes.

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**Topics:**

1. MS-DOS and what it does
2. Internal and External Commands
3. The MS-DOS Prompt
4. Some Basic MS-DOS Commands
5. Managing Disks
6. Structure of a Disk
7. Disk-Management Commands
8. Files
9. File Management Commands
10. Revision and Examination

**Course** Typing Tutor

UC002

**General Objective:** This course is designed to improve Student’s Typing skill and ability to employ the soft touch typing.

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Topics:

1. Beginners level
  - *Home Key e.g asdf, ;lkj*
  - *More Letters e.g ASDF, ;LkJ, ENTER*
  - *Letter Pattern e.g aaa, FFF, DD*
2. Intermediate Class
  - *3 Letter Words*
  - *4 Letter Words*
  - *5 Letter Words*
  - *Variable Words*
  - *Common Phrases*
3. Advanced Level
  - *Easy Sentences*
  - *Hard Sentences*
  - *Short Paragraph*
  - *Long Paragraph*
  - *Type your own paragraph*
4. Revision and Examination

Students are recommended to use the first three weeks for this Course UC002 (Typing Tutor), hence at expiration of this period the Head of Department – HOD will conduct a practical test for the student in question to test the Students’ WPM (Word per Minute) and Accuracy, and instantly the score is given and recorded for the student.

**Course:** Microsoft Word – Level 1

UC003

**General Objective:** This course is designed to help students create certain documents like Business Letters, and other official correspondence and also explore the graphical features of MS-Word as a word processor.

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**Topics:**

1. MS-Word Basics
  - *MS-Word as a Word Processor*
  - *The Menu bar*
  - *Shortcut menus*
  - *Understanding MS-Word Toolbars*
  - *Customizing Toolbars*
2. Working with Files
  - *Creating and Opening Documents*
  - *Saving Documents*
  - *Renaming documents*
  - *Working on multiple Documents*
  - *Close a Document.*
3. Working with Text
  - *Typing and inserting Text*
  - *Selecting Text*
  - *Deleting Text*
  - *Undo*
  - *Using the Formatting Toolbar*
  - *The Format painter*
4. Formatting Paragraphs
  - *Paragraph attributes*
  - *Moving, copying, and pasting text*
  - *The Clipboard*
  - *Columns*
  - *Drop caps*
5. Styles
  - *Applying a Style*
  - *Applying a Style from the style dialogue box*
  - *Create a new Style from a model*
  - *Create a simple style from the style dialogue box*
  - *Modifying or renaming a Style*
  - *Deleting a Style.*
6. Lists
  - *Bulleted and numbered lists*
  - *Nested Lists*
  - *Formatting Lists*
7. Tables
  - *Insert Table button*
  - *Draw a Table*
  - *Inserting Rows and Columns*
  - *Moving and Resizing a table*
  - *Tables and Borders toolbar*
  - *Table Properties.*
8. Revision and Examination

**Course:** Microsoft PowerPoint – Level 1

UC004

**General Objective:** This course is designed to assist students in presentations, modifying presentations, working with text and working with visual elements.

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**Topics:**

1. MS-PowerPoint Basics
  - *Auto content Wizard*
  - *Create a Presentation from a Template*
  - *Create a Blank Presentation*
  - *Open an Existing Presentation*
  - *Auto Layout.*
2. MS-Power Point Screen
  - *Screen Layout*
  - *Views*
3. Working with Slides
  - *Insert a new slide*
  - *Applying a design template*
  - *Changing slide layouts*
  - *Reordering slides*
  - *Hide slides*
  - *Create a custom slide show*
  - *Edit a custom slide show*
4. Adding Content
  - *Resizing a text box*
  - *Text box properties*
  - *Delete a text box*
  - *Bulleted lists*
  - *Numbered lists*
  - *Adding notes*
  - *Video and Audio*
5. Working with Text
  - *Adding text*
  - *Editing options*
  - *Formatting text*
  - *Replace fonts*
  - *Line spacing*
  - *Change case*
  - *Spelling check*
5. Revision and Examination

**Course:** Microsoft Excel – Level 1

UC005

**General Objective:** This course is designed to aid students in using the Excel Worksheet in performing Statistics, Numeric, and financial computation and analysis.

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**Topics:**

1. MS-Excel Basics
  - *Screen Elements*
  - *Adding and Renaming Worksheet*
  - *The Standard toolbar – Opening, Closing, saving and more....*
2. Customizing Excel
  - *MS-Excel Menus*
  - *Customizing Toolbars*
  - *Recording a Macro*
  - *Running a Macro*
3. Modifying A Worksheet
  - *Moving through Cells*
  - *Adding worksheets, rows, and columns*
  - *Resizing rows and Columns*
  - *Selecting Cells*
  - *Moving and Copying cells*
  - *Freeze Panes*
4. Formatting cells
  - *The Formatting toolbar*
  - *Format Cells dialogue box*
  - *Date and Times*
  - *Styles*
  - *Style dialogue box*
  - *Create a new style*
  - *Format painter*
  - *Auto Format*
5. Formulas and Function
  - *Formulas and Constants*
  - *Linking Worksheets*
  - *Relative, absolute, and mixed referencing*
  - *Basic functions*
  - *Function wizard*
  - *Auto Sum*
8. Revision and Examination

**Course:** Corel Draw – Level 1

UC007

**General Objective:** This course is designed to aid students in Transforming and shaping objects, and learning how to take full advantage of CorelDraw by customizing its look, and usability in the new Preference dialogue box.

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**Topics:**

1. Introduction to CorelDraw as a Graphical Package
  - *Launching CorelDraw Package*
  - *Understanding how to use CorelDraw Screen*
2. Fundamentals
  - *Vector Vs. Bitmap*
  - *CorelDraw Interface*
  - *Setting up a page*
  - *Document Navigation*
  - *Object Terminology*
    - *Drawing Objects*
    - *Transforming and Shaping Objects*
    - *Outlining and Filling Objects*
    - *Animation Objects*
3. Drawing
  - *Drawing Rectangle, Ellipse, Polygon, Spiral grid and Perfect Shapes*
  - *Drawing straight Lines and circles*
  - *Constraining the angle of a line*
  - *Drawing Curves*
  - *Shaping rectangle and ellipse*
  - *Zoom In and Zoom Out of Objects*
  - *Shape Curves using the tools*
  - *Kern text and change its character attributes*
  - *Shape Text and adjust text spacing.*
4. Editing
  - *Selecting Objects*
  - *Grouping Objects*
  - *Stacking Objects*
  - *Duplicate and Align*
5. Colour
  - *Colouring objects*
  - *Eyedropper tool*
  - *Understanding the Colour palette*
  - *Filling the Interiors of Objects with gray and colour*
  - *Lines and outline*
  - *Fill Object with grays and colourful*
  - *Bitmap Textures and Postscript textures*
  - *Object and fill colour patterns*
  - *Fill object with fountain fills*
6. Shape Editing
  - *Weld, trim and Intersect.*
  - *Intro to Bezier curves*
  - *Tracing a scan*
  - *Adding one and two point perspective to objects*
  - *Blend two objects and Blending along a path*
  - *Extruding an Object to a three dimensional look, contour and object*

- *Drawing a Power Line.*
  - *Fit a Text to path and add a lens.*
7. Revision and Examination

**Course** Office Practice

SS001

**General Objective:** This course is designed to aid students in Knowing some basic office Practices and Organisations and Methods

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**Topics:**

1. Introduction to Office Practices/Definition
  - *First Day in the Office*
  - *Office and Office Management and Manager*
2. Incoming and Outgoing Mails
3. Organisation & Methods (O&M)
4. Post Office Services
5. Filing
  - *Secretary (Duties and Qualities)*
  - *Books of References or Sources of Information*
6. Stock Control
  - *Correspondence*
  - *Typing Pool*
  - *Receptionist*
  - *Staff Morale*
  - *Training*
7. Training
  - *Reports*
  - *Messenger (Duties and Qualities)*
8. Communication
  - *Computer*
  - *Business Documents*
  - *Visual Aids*
  - *Office Memory Aids*
9. Human Relation and Meaning
7. Revision and Examination

**Course:** Print Artist – Level 1

UC008

**General Objective:** This course is designed to assist students in Exploration and familiarizing with the Print Artist Environment and using Print Artist built-in template in creating items like card e.t.c.

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**Topics:**

1. Introduction to Print Artist as a Graphical Package

**Course:** Microsoft Access – Level 1

UC013

**General Objective** This course is designed to aid students in Creating and Planning a Database form, link tables, Queries, forms, Sub-forms, Reports e.t.c.

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1. Introduction to Access as a DBMS – Database Management Software.
  - *Terminologies in MS-Access*
  - *Blank Access Database*
  - *Access Database wizards, pages, and projects*
  - *Opening an existing Database*
  - *Converting to MS-Access*
2. Screen Layouts
  - *Database window*
  - *Design view*
  - *Datasheet view*
3. Creating Tables
  - *Introduction to Tables*
  - *Creating Table in Design view*
  - *Field Properties*
  - *Primary key*
  - *Indexes*
  - *Field validation rules*
4. Datasheet Records
  - *Adding Records*
  - *Editing Records*
  - *Deleting Records*
  - *Adding and deleting Columns*
  - *Resizing Rows and Columns*
  - *Freezing Columns*
  - *Hiding Columns*
  - *Finding data in a Table*
  - *Replace*
  - *Check Spelling and Auto Correct*
  - *Printing a Datasheet.*
5. Table Relationships
  - *Declaring Table relationships*
6. Sorting and Filtering
  - *Sorting*
  - *Filter by selection*
  - *Filter by form*
  - *Saving a filter*
  - *Removing a filter.*

**Course:** Adobe Page Maker – Level 1

UC006

**General Objective:** This course is designed to assist students in understanding the page maker environment and features, use the tool and style and control palette.

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**Topics:**

1. Introduction to Adobe PageMaker.
  - *Terminologies in Adobe page Maker*
  - *Launching Adobe Page Maker*
  - *Understanding how to use Adobe page Screen*
2. Screen Layouts
  - *Page setup*
  - *Related dialog box paper size*
  - *Orientation*
  - *Page number*
  - *Double sided*
  - *Restart page numbering*
  - *Margin*
  - *Compose to printer*
  - *Resolution.*
3. Tool Palette
  - *Selector tool*
  - *Diagonal line tool*
  - *Perpendicular line tool*
  - *Rotate tool*
  - *Rectangle tool*
  - *Ellipse tool*
  - *Cropping tool*
4. Style Palette
  - *View normal*
  - *Bold*
  - *Italic, small capitals*
  - *Large capitals*
  - *Super script, Subscript*
  - *Font size*
  - *Leading*
  - *Tracking*
  - *Setting width, kerning*
  - *Base shift*
5. Paragraph view
  - *Left align*
  - *Justify*
  - *Center align*
  - *Left indent*
  - *First indent*
  - *Right indent*
  - *Paragraph Space*
  - *Paragraph*
  - *Grid size*
  - *Align to grid*
6. Control Palette
  - *Rotation*

- *Skewing*
- *Reflection*
- *Cropping*
- *Printer resolution*

**Course:** Financial Accounting

AC001

**General Objective** This course is designed to aid students in Preparing Certain Accounting Documents in the Office and applying them using any Spreadsheet Application Package (MS-Excel, Lotus 123)

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**Topics:**

1. Introduction to Financial Accounting and Book Keeping
  - *Documents used in Book Keeping*
2. Books of Original Entry or Subsidiary Books
3. Fundamentals of Accounting Concepts/Conventions and essential Features of Accounting Information
4. Principles of Book-Keeping and Cash Accounts (Principles of Double Entry)
  - *Operation of Double Entry*
  - *Ledger*
5. Two Column Cash Book
  - *Procedures of Entering Information into Two Column Cash Book*
  - *Illustrations of Two Column Cash Book*
6. Three Column Cash Book
  - *Procedures of Entering Information into Two Column Cash Book*
  - *Illustrations of Three Column Cash Book*
7. Petty Cash Book
  - *Double Entry System and Petty Cash Book*
  - *Illustrations of Petty Cash Book*
8. Trial Balance
  - *How to Extract Trial balance from the Ledger and cash Book*
  - *Illustrations of Trial Balance*
9. Preparation of Final Accounts
  - *Profit Making Organisations*
  - *Trading Accounts*
  - *Profit and Loss Accounts*
  - *Balance sheet.*
10. Bank Reconciliation Statements
11. Revision and Examination

SECOND SEMESTER COURSES		
CODE	COURSE	UNITS
UC021	COMPUTER APPRECIATION – L2	2
UC029	WINDOWS/MS-DOS – L2	2
UC022	SCANNING	3
UC023	MICROSFT WORD – L2	2
UC024	MICROSOFT POWERPOINT – L2	2
UC025	MICROSOFT EXCEL – L2	2
UC027	COREL DRAW – L2	2
UC031	INTERNET	2
AC02I	COST ACCOUNTING	2
UC028	PRINT ARTIST – L2	2
UC026	PAGE MAKER – L2	2
UC213	MICROSOFT ACCESS – L2	2
<b>TOTAL UNITS</b>		<b>25</b>

**Course:** Computer Appreciation – Level 2

UC021

**General Objective:** This course is designed to assist as such to explore the evolution of Data processing software as an integral part of the computer system. Directories and organization Computer filer and folders.

**Topics:**

1. Introduction to Data Processing
  - *Evolution of Data Processing*
  - *Advantages of Data Processing structural component of the Computer System*
  - *Data Processing Cycle*
2. Software
  - *Operating Systems Functions of Operating Systems.*
  - *Location of Operating Systems*
3. Directories
  - *Root and Current Directories*
  - *Changing Directories*
  - *Creating Directories*
4. Organising Files and Folders
5. Revision and Examination

**Course:** Windows/MS-Dos – Level 2

UC029

**General Objective:** This course is designed as such to enable student understand Basic memory management command, windows as an operating system, Desktop and its customization and setting up users profile.

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**Topics:**

1. Directories
2. MS-DOS and Memory Management Commands
3. Introduction to Windows
4. Understanding Windows Desktop
5. The Task Bar, Start Button and Start Menu
6. Managing Files and Folders
7. Desktop Customization
8. Using Toolbars
9. Setting up Users Profile
10. Understanding How Information is Stored
10. Revision and Examination

**Course:** Scanning

UC022

**General Objective:** This course is designed to Help Student's in Scanning Graphics and Exporting them to any Graphical Package for processing.

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**Topics:**

1. Types of Scanners
2. Using a Scanner

**Course:** Microsoft Word – Level 2

UC023

**General Objective** This course is designed to assist student in understanding some advanced features in Ms word such as micros, table of content and using it in creating web pages and hyper linking document.

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**Topics:**

1. **Graphics**
  - *Adding clip art*
  - *Add an image from a file*
  - *Editing a graphic*
  - *AutoShapes*
2. **Spelling and Grammar**
  - *AutoCorrect*
  - *Spelling and grammar check*
  - *Synonyms*
  - *Thesaurus*
3. **Page Formatting**
  - *Page margins*
  - *Page size and orientation*
  - *Headers and footers*
  - *Page numbers*
  - *Print preview and printing*
4. **Macros**
  - *Recording a macro*
  - *Running a macro*
5. **Table of Contents**
  - *Mark TOC entries*
  - *Generate a table of contents*
6. **Web Wizard**
  - *Using the Web Wizard*
7. **Creating Web Pages**

- *Hyperlinks*
- *Saving web pages*
- *Creating a web page from a template*
- *Web page themes*
- *Preview the web page*

**8. Keyboard shortcuts**

**9. Revision and Examination**

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**Course:** Microsoft PowerPoint – Level 2

UC024

**General Objective** This course is designed to aid students in understanding some advanced features in Ms. Power point such as the mater slier, consuming the presentation, creating output and delivering the presentation.

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**Topics:**

**1. Colour Schemes**

- *Colour schemes*
- *Backgrounds*

**2. Graphics**

- *Adding clip art*
- *Adding an image from a file*
- *Editing a graphic*
- *AutoShapes*
- *WordArt*

**3. Slide Effects**

- *Action buttons*

- *Slide animation*
- *Animation preview*
- *Slide transitions*
- *Slide show options*

#### **4. Master Slides**

- *Slide master*
- *Header and footer*
- *Slide numbers*
- *Date and time*

#### **5. Saving and Printing**

- *Save as a web page*
- *Page setup*
- *Print*

#### **6. Keyboard shortcuts**

#### **7. Tips**

- *Design tips*
- *Presentation basics*

#### **8. Revision and Examination**

**Course:** Microsoft Excel – Level 2

UC025

**General Objective** This course is designed to assist students in exploring the advanced features in Ms Excel such as sorting and filling a worksheet, application of graphical features, charts, page properties, Auditing worksheets and summarizing / analyzing worksheet Data.

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#### **Topics:**

##### **1. Sorting and Filling**

- *Basic ascending and descending sorts*
- *Complex sorts*
- *Autofill*
- *Alternating text and numbers with Autofill*
- *Autofilling functions*

##### **2. Graphics**

- *Adding clip art*
- *Add an image from a file*
- *Editing a graphic*
- *AutoShapes*

##### **3. Charts**

- *Chart Wizard*
- *Resizing a chart*
- *Moving a chart*
- *Chart formatting toolbar*
- *Copy a chart to Microsoft Word*

#### **4. Page Properties and Printing**

- *Page breaks*
- *Page orientation*
- *Margins*
- *Headers, footers, and page numbers*
- *Print Preview*
- *Print*

#### **5. Keyboard Shortcuts**

#### **6. Revision and Examination**

**Course:** Corel Draw – Level 2

UC027

**General Objective:** This course is specifically designed to aid students in understanding features like Outline, Interactive tools, Corel draw effects, working with Bitmaps, importing and exporting and Corel draw outputs.

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**Topics:**

#### **1. Outlines**

- *Applying Outlines to Objects*
- *Line Styles*
- *Scale Outline with Image*
- *End Styles*
- *Corners & End Caps*
- *Behind Fill*

#### **2. Interactive Tools**

- *Intro To interactive Tools*
- *Blend*
- *Blending along a Curve*
- *Blending Similar Shapes*
- *Interactive Contour*
- *Distortion Tool - Push Pull*
- *Distortion Tool – Zipper*
- *Distortion Tool – Twister*
- *Envelop*
- *Creating Envelops from Shapes*
- *mapping the envelop modes*
- *Extrude - Vanishing Point*
- *Extrude – Options*
- *Extrude – Color*
- *Extrude – Rotating*

- *Extrude – Bevel*
- *Extruded Lighting*
- *Extruded Bitmaps*
- *Transparency*
- *Presets*
- *Copying & Deleting Effects*

### **3. Effects**

- *Introduction to effects*
- *Lens effect*
- *Editing Lens Effect*
- *Perspective*
- *Powerclips*
- *Powerclips – Editing Rollover*

### **4. Working with Bitmaps**

- *Intro to Bitmaps*
- *Converting to Bitmap*
- *Editing Bitmaps*
- *Bitmap Color Mask*
- *Cropping and Resampling Bitmaps*
- *Cropping*
- *Masks*
- *Color Adjustment*
- *Bitmap eraser*
- *Special Effects*

### **5. Importing and Exporting**

- *Importing Clip Art*
- *Scrapbook*
- *Importing Photos*
- *Linking Photos*
- *Exporting To A file*
- *Exporting To EPS*

### **6. Printing**

- *Simple Printing*
- *Printing an Object*
- *Print orientation & Errors*
- *Printing Separations*
- *Printing Impositions*
- *Creating a PDF file*

### **6. Revision and Examination**

**Course:** Internet

UC031

**General Objective:** This course is designed to help students understand the phenomenon called the Internet and the World wide Web (WWW)

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**Topics:**

1. Introduction to the INTERNET
  - *E-mail and E-mail Etiquette*
  - *TCP/IP*
  - *The World Wide Web*
  - *The Web Browser and WWW Multimedia*
  - *Electronic Commerce*
2. How the Internet Works
  - *A Website*
  - *Web Server*
  - *Domain Name*
  - *Web Pages, Home Page, Hyperlinks, the Dot Com*
3. Browsing the Web
  - *Search Engines*
  - *Making Favourite Web Pages*
  - *Downloads From the Internet.*
  - *Using the Yahoo Search Directory*
  - *Using the Alta Vista People Finder.*
4. Revision and Examination

**Course:** Print Artist – Level 2

UC028

**General Objective** This course is designed to aid students in importing graphical Objects from print Artist Application package and the use of advanced templates in creating calendars.

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**Topics:**

1. Using Print Artist as a Picture Gallery (Library) for other Graphical Application Packages.

**Course:** Microsoft Access – Level 2

UC213

**General Objective:** This course is designed to aid students in Creating and modifying queries, froms and forms controls, sub forms, reports, importing, exporting and linking and various keyboard shortcuts in Ms. Access.

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**Topics:**

1. **Queries**
  - *Introduction to queries*
  - *Create a query in design view*
  - *Query wizard*
  - *Find duplicates query*
  - *Delete a query*
2. **Forms**
  - *Create a form using the wizard*

- *Create a form in Design View*
- *Adding records using a form*
- *Editing forms*

### **3. Form Controls**

- *List and combo boxes*
- *Check boxes and option buttons*
- *Command buttons*

### **4. Subforms**

- *What is a subform?*
- *Create a form and subform at once*
- *Subform wizard*
- *Drag-and-drop method*

### **5. More Forms**

- *Multiple-page forms using tabs*
- *Conditional formatting*
- *Password text fields*
- *Change control type*
- *Multiple primary keys*

### **6. Reports**

- *Using the wizard*
- *Create in Design View*
- *Printing reports*

### **7. Importing, Exporting, Linking**

- *Importing*
- *Exporting*
- *Linking*

### **8. Keyboard Shortcuts**

### **9. Revision and Examination**

**Course:** Adobe Page Maker – Level 2

**Code:** UC026

**General Objective** This course is designed to aid students in using adobe PageMaker advance tools, control palette, mixing graphics, the sorry editor, control paragraph styles and printing in Adobe page maker.

---

**Topics:**

**1. Objects/Images**

*Basic Tools*

*Line and Fill/Stacking*

*Importing Images*

*Scale/Crop/Keyline*

*Rotate/Skew/Flop*

*Bitmap Effects*

*Masking/Grouping*

*Aligning and Distribution*

*Multiple Paste*

**2. Control Palette**

*Control Palette Overview*

*Character Attributes*

*Paragraph Attributes*

*Positioning/Proxy Button*

*Scaling*

*Crop/Rotate/Skew/Reflect*

*Magic Stretch*

*Reference Point Option*

**3. Mixing Graphics**

*Paragraph Rules*

*Paragraph Rules The Sequel*

*Regular Text Wraps*

*Irregular Text Wraps*

*Inline Graphics*

*Modifying Inline Graphics*

**4. Longer Docs**

*Document Set-up*

*Moving In Longer Documents*

*Flowing Text*

*Merging/Replacing Text*

*Adding and Deleting Pages*

*Rearranging Pages*

*Changing Document Set*

*Master Pages*

*Master Page Text Wrap*

**5. Page Numbers**

*Creating New Master Page*

*Removing Master Page*

*Continued Lines*

*Typography*

*Indents*

*Tabs*

*Small Caps/Sub &Super*

*Hyphenation*

*Word and Letter Spacing*

*Tracking*

*Kerning*

*Show...Lines/Line Breaks*

*Aligning Type to Grid*

*Paragraph Numbers*

*Special Characters*

*Force Justify*

*Drop Caps*

## **6. Paragraph Styles**

*Intro Paragraph Styles*

*Creating New Styles*

*Style Tags*

*Next Style*

## **7. Story Editor**

*Intro to the Story Editor*

*Basic Operation*

*Placing Text*

*Find & Change*

*Spelling*

*User Dictionary*

*Preferences*

## **8. Color**

*Applying Color to Objects*

*Color with Fill & Line*

*Applying Color to Type*

*Creating New Colors*

*Screen Tints*

*Editing Colors*

*Imported Graphics*

*Importing Colors*

*Overprinting*

*Trapping*

## **9. Links**

*Linking Overview*

*Link Options/Graphics*

*Text Links*

*Unlinking*

*Relinking*

*OLE Embedded Objects*

*OLE Paste Special*

*Copying Linked Files*

*Links & Printing*

## **10. TOC & Index**

*Table of Contents*

*Book Template*

*Book List*

*Indexing Overview*

*Index Entries*

*Show Index*

*Create Index*

*Index Shortcuts*

**11. Printing**

*Printing Basics*

*Printing Options*

*Color Printing*

**12. Adobe Table**

*Basics*

*Table Palette*

*Editing Tables*

*Preferences*

*Export & Import*

**13. Keyboard Shortcuts**

**Course** Cost Accounting AC002

**General Objective** This course is designed to aid students in Preparing Certain Cost Accounting Books in an Organisation and applying them using any Spreadsheet Application Package (MS-Excel, Lotus 123)

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**Topics:**

1. Introduction to Cost Accounting
2. Costing Methods
3. Contract Costing
4. Budget and Budgeting Control
5. Fundamentals of Joint Cost and Subsequent Cost
11. Revision and Examination

**COMPUTER ENGINEERING**

**Course** Introduction to Computer UC033

**General Objective** This course is designed to aid students through the very basis of the computer system like its definition, history, classes e.t.c.

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**Topics:**

1. Introduction/Definition of Computer
2. Computer History/Age
3. Computer and its Societal Application
4. Basic elements of the Computer System
5. Types of Systems
6. Basic Features of the CPU
  - *Registers*
  - *Control Unit*
  - *Arithmetic & Logic Units (ALU)*
7. Physical Organisation of the CPU
  - Buses
    - *Internal Buses*
    - *External Buses*
  - Types of Computer Boards
    - *Single Chip Computer*
    - *Single Board Computers*
    - *Printed Circuit Board (PCBs)*
    - *Multiple Board Bus Based Computers*

8. Computer Architecture
  - *Definition*
  - *Levels of Hardware*
8. Disk Operating System (DOS) Command Index
9. Revision and Examination

**Course** Component Identification

UC034

**General Objective** This course is designed to aid students in identifying various components of the computer system and their functions.

---

**Topics:**

1. Primary System Components
  - *Mother Board*
  - *Micro processor*
  - *Memory Chip*
  - *Expansion Slots*
  - *Standard Adapters*
  - *Power Supply Units e.t.c.*
2. Storage Devices and Interfaces
  - *Interfacing*
  - *ROM Application*
  - *Firmware*
  - *Bootstrap Memory*
  - *Data Tables*
    - *SIMMS & DIMMS*
    - *FPM DRAM*
    - *EDO DRAM*
    - *BEDO DRAM*
    - *SDRAM*
  - *FIFO (First In, First Out) Memory*
  - *CACHE Memory*
3. Sound and Graphic Cards
  - *Wavetable Cards*
  - *Digital Demands*
  - *Video Cards*
  - *Graphics Cards*
4. Revision and Examination

**Course** Assembly/Disassembly UC035

**General Objective** This course is a practical based that is designed to aid students in Building a PC (Personal Computer) from the scratch and doing basic software installations.

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**Topics:**

1. Computer Cloning Overview
2. PC Building Tools and Materials
3. Unpacking System Components
4. Mother Board Installation
5. BIOS Setup Utility
6. Software and Installations
7. Revision and Examination

**Course** Introduction to Repairs UC036

**General Objective** This course is a practical based that is designed to identifying and solving simple faults in the computer system, like making a dead system undead.

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**Topics:**

1. Power Supply and Cabling
2. Upgrading Hardware using Plug n Play Technologies
3. Thumbnail rules for troubleshooting almost anything.
4. Simple hardware problem
5. Power –On –Self –Test (POST)
6. Common Software Problem
7. Revision and Examination

**Course** Installation/Configuration/CMOS Setup UC037

**General Objective** This course is designed to aid student in Building a System, installing the Computer Motherboard, and Setting up CMOS.

---

**Topics:**

1. Mother Board Components
2. I/O (Input and Output) Port
3. Installing Memory Modules
4. Jumper Settings
5. Installing Mother Board
6. Connecting Optional Devices
7. Expansion Slots
8. CMOS Setup
  - *Running Setup Utility*
  - *Standard CMOS Setup Page*
  - *Advanced Setup Page*
  - *Power Management Setup page*
  - *PCI/ Plug n Play Setup Page*
  - *Load Optimal Settings*
  - *Load Best Performance Settings*
  - *Features Setup Page*
  - *CPU PnP Setup Page*

- *Hardware Monitor Page*
  - *Change Password*
  - *Exit*
9. Revision and Examination

**Course** Basic/Advanced Troubleshooting UC038

**General Objective** This course is designed to aid performing both basic and advanced troubleshooting.

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**Topics:**

1. Checking MOS IC's
2. Checking all IC's
3. Memory Resident Problems
4. Repair of Circuit Boards & Chips
5. Power Supply Overview
6. Hard Disk Overview
7. Troubleshooting Printers
8. Troubleshooting Monitors and other Peripherals
9. Revision and Examination

**Course** Operating Systems Fundamentals UC039

**General Objective** This course is designed to acquaint students with Software fundamental with greater emphasis to Operating Systems and Control Programs.

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**Topics:**

1. Software
  - Definition
  - Types
2. Systems Software
  - Classes of System Software
  - Operating Systems and Control Programs
  - Function of Operating System
    - Control Function
    - Service Function
3. Translators (Language Processors)
  - Definition
  - Types of Translators
4. Utilities and Source Programs
  - Definition
  - Editors
  - File Copying Programs
  - File Maintenance Programs
5. Revision and Examination

**Course** Upgrading of computer System UC040

**General Objective** This course is designed to assist student in various aspect of systems upgrade in the ever-dynamic world of Computer and Electronic Technologies.

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**Topics:**

1. Hardware Upgrade
2. Software Upgrade

3. Revision and Examination

**Course** Installation and Configuration of peripheral Devices UC041

**General Objective** This course is designed to further assist student in Computer cloning and Installing various peripheral devices and their related drivers.

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**Topics:**

1. Building a PC (Personal Computer)
  - Basic Building Toolkit
  - Computer System Building Materials (Motherboard, PC Case, Hard Disk Drive, Memory e.t.c.
2. Installing Computer Peripherals
  - Plug n Play Technologies
  - Device Driver Installation
3. Making Installed Device Functional.
4. Revision and Examination

**Course** Preventive Maintenance UC042

**General Objective** This course is designed to assist student in carrying out basic preventive maintenance on a computer system.

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**Topics:**

1. Introduction to Preventive Maintenance
2. The Computer System: A Review
3. Resetting of Chips
4. Cleaning the Boards, Connectors and Contacts
5. Mother Board level Servicing
6. Chip level Servicing
7. Circuit Level Servicing
8. Using Utility (Diagnostic) Programs
9. Revision and Examination

**Course** Electrical Electronics

UC051

**General Objective** This course is designed to introduce students to the world of Electrical Electronics Engineering, with emphasis to identification of systems circuitry and components like diode, resistors, transistors, e.t.c.

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**Topics:**

1. Introduction to Electronics
2. Electrical Energy
3. Resistors
4. Reading Resistors Colour Codes
5. Capacitors
6. Transistors
7. Diodes
8. Revision and Examination

