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| Course Code: VOC170 Course Title: Office Automation and MS Office | | |
| Course outcomes: On completion of the course, the learner will be able to CO1: Demonstrate proficiency in using word processing software CO2: Create and manage spreadsheets for data analysis CO3: Design and present professional presentations CO4: Automate routine office tasks using basic scripting/macros CO5: Apply knowledge of data security and file management CO6: Analyze the role of office automation in organizational productivity | | |
| Credits:3 | | Vocational Skill Enhancement Course SEC |
| Max. Marks: 25+75 | | Min. Passing Marks: 10+25 |
| Total No. of Lectures-Tutorials-Practical (in hours per week): L-2 T-0 P-1 | | |
| Unit | Topics | No. of Lectures TOTAL:30 |
| I | Basics of Computer: Introduction to Computer ,Memory, CPU,I/O Devices, Computer Network. | 4 |
| II | OPERATING SYSTEMS MS-WINDOWS: Operating System, Windows Desk top — GUI, Desktop icons and their functions Dialog Boxes, Task Bar ,Parts of Windows ,Key board short keys or hotkeys working with Notepad & Word Pad. | 6 |
| III | MS-WORD: Creating, editing , saving and printing text documents Font and paragraph formatting Simple character formatting Inserting tables , smart art ,page breaks Using lists and styles Working with images Using Spelling and Grammar check, Understanding document properties Mail Merge | 8 |
| IV | MS-EXCEL: Spreadsheet Basics, Creating, editing, saving and printing spreadsheets Working with functions & formulas, Modifying worksheets with colour & auto formats Graphically representing data: Charts & Graphs Speeding data entry: Using Data Forms, Analyzing Data: Data Menu, Sub total, Filtering Data, Formatting work-sheets, Securing & Protecting Spreadsheets. | 12 |
| Suggested Readings: 1. Fundamentals of computers – V.Rajaraman – Prentice – Hall of India 2. Microsoft Office 2007 Bible – John Walkenbach, Herb Tyson, Faithe Wempen, Cary N. Prague, Michael R. groh, Peter G.Aitken, and Lisa a. Bucki Wiley India pvt. ltd. 3. Computer Fundamentals – P.K Sinha Publisher: BPB Publications | | |
| Suggested Continuous Evaluation Methods: In addition to the theoretical inputs the course will be delivered through Assignments, Presentation, Group Discussions and Case Studies. This will instill in student a sense of problem identification, generating solution, decision making and practical learning. Student learning will be evaluated through Written Tests, Projects and Field Assignments, Quizzes. | | |
| Suggested equivalent online courses: | | |