

<b>Course Code: VOC170</b>		<b>Course Title: Office Automation and MS Office</b>
<b>Course outcomes:</b> 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		
<b>Credits:3</b>	<b>Vocational Skill Enhancement Course SEC</b>	
<b>Max. Marks: 25+75</b>	<b>Min. Passing Marks: 10+25</b>	
<b>Total No. of Lectures-Tutorials-Practical (in hours per week): L-2 T-0 P-1</b>		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures TOTAL:30</b>
<b>I</b>	Basics of Computer: Introduction to Computer ,Memory, CPU,I/O Devices, Computer Network.	4
<b>II</b>	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
<b>III</b>	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
<b>IV</b>	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
<b>Suggested Readings:</b>		
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		
<b>Suggested Continuous Evaluation Methods:</b> 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:		