

UNIVERSITY OF MADRAS

B.Sc. DEGREE PROGRAMME IN COMPUTER SCIENCE

SYLLABUS WITH EFFECT FROM 2023-2024

Year: I

Semester: I

Skill Enhancement Course: Office Automation (Common to B.Sc.-CS with AI, CS with DS, Software Appl.& BCA)	125S1A
Credits 2	Lecture Hours: 2 per week
Learning Objectives: (for teachers: what they have to do in the class/lab/field) - The major objective in introducing the Computer Skills course is to impart training for students in Microsoft Office which has different components like MS Word, MS Excel and Power point. - The course is highly practice oriented rather than regular class room teaching. - To acquire knowledge on editor, spread sheet and presentation software.	
Course Outcomes: (for students: To know what they are going to learn) CO1: Understand the basics of computer systems and its components. CO2: Understand and apply the basic concepts of a word processing package. CO3: Understand and apply the basic concepts of electronic spreadsheet software. CO4: Understand and apply the basic concepts of database management system. CO5: Understand and create a presentation using PowerPoint tool.	

UNITS	CONTENTS
I	Introductory concepts: Hardware and Software - Memory unit – CPU-Input Devices: Key board, Mouse and Scanner. Output devices: Monitor, Printer. Introduction to Operating systems - Introduction to Programming Languages.
II	Word Processing: File menu operations - Editing text – tools, formatting, bullets and numbering - Spell Checker - Document formatting – Paragraph alignment, indentation, headers and footers, printing – Preview, options, merge.
III	Spreadsheets: Excel – opening, entering text and data, formatting, navigating; Formulas – entering, handling and copying
IV	Charts – creating, formatting and printing, analysis tables, preparation of financial statements, introduction to data analytics.
V	Power point: Introduction to Power point - Features – Understanding slide typecasting & viewing slides – creating slide shows. Applying special object – including objects & pictures – Slide transition – Animation effects, audio inclusion, timers.

Learning Resources:

Recommended Texts

1. Peter Norton, “Introduction to Computers” –Tata McGraw-Hill.

Reference Books

1. Jennifer Ackerman Kettel, Guy Hat-Davis, Curt Simmons, “Microsoft 2003”, Tata McGraw- Hill.

Web resources : Web content from NDL / SWAYAM or open source web resources