

<b>FIFTH SEMESTER</b>				
<b>Course code</b>	<b>BCS 5D01</b>			
<b>Name of the course</b>	<b>Introduction to Computers and Office Automation</b>			
<b>Course No</b>	<b>Course Category Core/Comp li/ Elective</b>	<b>Number of Credits</b>	<b>Number of hours of Lectures/week</b>	<b>Total Weightage (Int+Ext)</b>
<b>29</b>	<b>OPEN</b>	<b>3 (3:0:0)</b>	<b>3</b>	<b>75</b> (Internal)

<b>CO</b>	<b>CO Statement</b>	<b>Hrs</b>	<b>Cognitive Level(CL)</b>	<b>Knowledge Category (KC)</b>	<b>PO</b>	<b>PSO</b>
CO1	Understanding Different Types of Computers	12	U	C	PO1	PSO2
CO2	Familiarizing Word Processor	12	Ap	P	PO7	PSO2
CO3	Identifying Different Functions and Implementing it in Worksheet	12	Ap	P	PO7	PSO2
CO4	Practising Presentation Skills Using MsPowerpoint	12	Ap	P	PO7	PSO2

### **Unit I [12T]**

Introduction to Computers: Types of Computers - DeskTop, Laptop, Notebook and Netbook. Hardware: CPU, Input / Output Devices, Storage Devices – System - Software - Operating Systems, Programming Languages, Application Software - Networks - LAN, WAN - Client - Server.

### **Unit II [12T]**

Documentation Using a Word Processor (OpenOffice Writer / M.S. Word) - Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features - Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template.

### **Unit III [12T]**

Electronic Spread Sheet (Open Office Calc/MS-Excel) - Introduction to Spread Sheet, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, Advanced features – Pivot table & Pivot Chart, Linking and Consolidation.

### **Unit IV [12T]**

Presentation using (OpenOffice Impress/MS-Power Point): Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Charts, Word Art, Layering art Objects, Animations

and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.

**References:**

1. Michael Miller, Absolute Beginner's Guide to Computer Basics, Prentice Hall.
2. Russell A. Stultz, Learn Microsoft Office, BPB Publication.
3. H.M.Deitel, P. J. Deitel, et al., Internet & World Wide Web - How to program, Prentice Hall.