C. U. SHAH UNIVERSITY

FACULTY OF : Commerce
Bachelor of Commerce
SEMESTER : Sem – I
NAME : Office Automation – I   **CODE :4CO01OAU2**

Teaching & Evaluation Scheme

Sr. No	Subject Code	Name of the Subject	Teaching Hours / Week				Credits	Evaluation Scheme										Total Marks
								Theory				Practical						
								Sessional Exam		University Exam		Internal			University			
			Th	Tu	Pr	Total		Marks	Hr/s	Marks	Hr/s	Marks	Hr/s	TW	Marks	Hr/s	
1	4CO01OAU2	Office Automation – I	2	--	2	4	3	15	1/2	35	2	15	1/2	--	35	1	100

Objective: ToIntroduce Information Technology and Computers, To make Students Familiar withWord Processor and help them to deal with Word Processor and Workbook

Prerequisite: Basic Operation of Operating System

Course outline

Sr. No.	Course Contents	Number of Hours
	MS-Word	
1	Introduction to word processing, Creating,Editing& Saving Word Documents, Printing& Viewing Document	**4**
2	Formatting Text, Line Spacing, Dropcap,Inserting and Removing Page Breaks,Formatting Paragraph	**4**
3	Document Page Set-up, Printing and Working with Tables and Graphics	**4**
4	Margin, Working with Objects, Find & Replace , Spelling and Grammar Tools	**7**
5	Autocorrect, Header and Footer, Page Layout	**2**
6	Mail Merge, Working with Tables, Adding Graphics & chart	**4**

	Ms-Excel	
7	Introduction to Excel, Worksheet, Workbook	**2**
8	Types Of Data, Entering Data, Formatting Data i.e. Applying Borders, Various Formats (Currency Formats, Number Formats Etc.), Fonts	**4**
9	Creating Custom Lists, Using Auto Fill, Find & Replace and Editing Text (Cut, Copy, Paste And Paste Special)	**3**
10	Working With Formulae and Functions (SUM, AVERAGE, MIN, MAX)	**4**
11	Conditional Formatting, Filtering Data	**3**
12	Different Types Of Charts	**4**
	Total Hours	**45**

Learning Outcomes:

Theoretical outcome : Understanding basic operation of Word Processor and Workbook

Practical Outcome : Deal with Word Processing and the basic tools of Microsoft Word. Deal with Workbook and Worksheet

Teaching & Learning Methodology: The following pedagogical tools will be used to teach this course:

(A)Lectures and Practical Exercise on Computer

(B)Practical exercise
(C)Quiz/Class Participation/Assignment, etc.

Recommended Books:

1. 'Working with Personal Computer Software', R.P. Soni, HarshalArolkar, Sonal Jain, Wiley – India Publications

2. 'Office 2007 in Simple Steps', Michael Price, Dreamtech Press

3. 'MS Office', Pierce, Prentice Hall of India, New Delhi, 2007

4. 'MS Office Plain & Simple', Jerry Joyce, and Marianne Moon, Prentice Hall of India, New Delhi, 2007.

5. 'MS Office Step by Step', Joyce Cox, Prentice Hall of India, New Delhi, 2007.
6. Basics of Computer Application, Akshat Publication
E-Resources :

1.http//www.microsoft.com/enable/training/
2.http//www.baycongroup.com/word.htm
3.http//excelexposure.com/

C. U. SHAH UNIVERSITY

FACULTY OF : Commerce
Bachelor of Commerce
SEMESTER : Sem – I
NAME : Computer Science – I   **CODE : : 4CO01CSC2**

Teaching & Evaluation Scheme

Sr. No	Subject Code	Name of the Subject	Teaching Hours / Week				Credits	Evaluation Scheme										Total Marks
								Theory				Practical						
								Sessional Exam		University Exam		Internal			University			
			Th	Tu	Pr	Total		Marks	Hr/s	Marks	Hr/s	Marks	Hr/s	TW	Marks	Hr/s	
1	4CO01CSC2	**Computer Science – I**	2	--	2	4	3	15	1/2	35	2	15	1/2	--	35	1	100

Objective: To create Awareness of Basics of Computers, Introduce Information Technologyand Computers.

Prerequisite: Basic Operation On / Off ….

Course outline

Sr.No.	Couse contents	Number of Hours.
	Introduction to Computer and Component	
1	Characteristics of Computers, Evolution of Computers, Computers Generations, Types of Computers	**6**
2	Input Devices: Keyboard Devices, Point & Draw Devices : Mouse, Scanneretc	**5**
3	Output Devices : Display Units : Monitors, Projectors,Printersetc	**7**

4	Storage Devices, Types of Printers	**7**
	Window	
5	Working with windows : Desktop, Start Button, Taskbar, Icons, Shortcut, Logging off, Shut Down	**2**
6	Desktop properties, Program & Accessories	**2**
7	My Computer, Explore, Files & Folder, Cut & Paste, Recycle Bin	**2**
8	Searching File, Folder, Sound, Movie & Media Player	**2**
9	Overview of Notepad, Overview Of Paint , Word Pad	**2**
10	Use of Internet, Web Browser, Finding a document on Google	**2**
11	Application of Internet: E-mail Creation	**2**
	Customizing Window	
12	Appearance and Themes	**1**
13	Add or Remove Program, Sound Speech and Audio Devices	**1**
14	Printers and Other Hardware Option	**1**
15	Manage User Accounts	**1**
16	Control Panel Property	**1**
17	Setting of Date, Time	**1**
	Total Hours	**45**

Learning Outcomes:

Theoretical Outcome :Understanding basic aspects of Computer and its Component

Practical Outcome : Basic Understanding of Computer Component, Device and Web Surfing

Teaching & Learning Methodology: The following pedagogical tools will be used to teach this course:

(A)Lectures

(B)Case discussions

(C)Quiz/Class Participation/Assignment, etc.

Recommended Books:

1. 'Working with Personal Computer Software', R.P. Soni, HarshalArolkar, Sonal Jain, Wiley –India Publications

2. 'Office 2007 in simple steps', Michael Price, Dreamtech Press0

3. 'MS Office', Pierce, Prentice Hall of India, New Delhi, 2007

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5. 'MS Office Step by Step', Joyce Cox, Prentice Hall of India, New Delhi, 2007.
6. Basics of Computer Application, Akshat Publication

E-Resources :

1. http//www.microsoft.com/enable/training/