# UNIVERSITY OF MADRAS
## BACHELOR OF COMPUTER APPLICATIONS (BCA)
## DEGREE PROGRAMME
SYLLABUS WITH EFFECT FROM 2023-2024

**Year: I**                                                                                    **Semester:I**

| Skill Enhancement Course: Office Automation<br>(Common to B.Sc.-CS, CS with AI, CS with DS, Software Appl.) | 120S1A |
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| **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