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