Name of Faculty	:	Faculty of Computer Science & Applications
Name of Program	:	Bachelor of Computer Applications in Data Science
Course Code	:	2BOA01
Course Title	:	Office Automation Tools
Type of Course	:	Skill Enhancement (SE)
Year of Introduction	:	2023-24

Prerequisite	:	-
Course Objective	:	This program empowers students to enhance their proficiency in Computer, and Microsoft Office, acquire knowledge on the proper utilization of Google Apps and understand the importance of computer security.
Course Outcomes	:	At the end of this course, students will be able to:
	CO1	Grasp the concept of computer, Operating System
	CO2	Utilize the features of Microsoft Office to generate project reports, spreadsheets, and presentations.
	CO3	Grasp the concept of computer hardware and networking, including the installation of operating systems and application programs.
	CO4	Understand concepts of various digital tools of Google and how to use it effectively

Teaching and Examination Scheme

Teaching Scheme (Contact Hours)			Credits	Examination Marks				
				Theory Marks		Practical Marks		Total
L	**T**	**P**	**C**	**SEE**	**CIA**	**SEE**	**CIA**	**Marks**
0	0	4	2	0	0	50	25	75

*Legends: **L**-Lecture; **T**–Tutorial/Teacher Guided Theory Practice; **P** – Practical, **C** – Credit, **SEE** – Semester End Examination, **CIA** - Continuous Internal Assessment (It consists of Assignments/Seminars/Presentations/MCQ Tests, etc.))*

Course Content

Unit No.	Topics	Teaching Hours	Weightage	Mapping with CO
1	**Introduction to Computer** Computer Characteristics, Concept of Hardware, Software, Evolution of computer and Generations, Types of Computers – Analog and Digital computers, Hybrid Computers, General Purpose and Special Purpose Computer, Limitations of Computer Applications of Computer in Various Fields, Various Operating Systems, Window OS feature	3	10%	CO1
2	**MS Word** Components of MS Word, File: Create, Edit, Save, Open, Image Insert, Table work, and Print Documents, Font, Line and Paragraph Format, Smart art, Page breaks, Spelling and Grammar Check, Mail Merge	2	20%	CO2
3	**MS Excel** Introduction of Spreadsheet: Create, Edit, Save, Print, functions & formulas, Worksheets modification with colour & auto-formats, Charts & Graphs, Data Entry with Speed, Filtering Data	3	20%	CO2
4	**MS PowerPoint** Components of MS PowerPoint: Create, Open, view, print slides, layouts editing, custom animation, slide transitions, Charts & Graphs, Professional Slide for Presentation	2	10%	CO2
5	**Internet and Advanced Communication** Definition & History of Internet, Uses of Internet, Definition of Web Addressing-URL-Different types of Internet Connections: Dial up connection, Broad band, Wi-Fi, browsers, Internet browsing - Search Engines **Advanced Communication:** Creating an email-ID, e-mail reading, saving, printing, forwarding and deleting the mails, checking the mails, viewing and running file attachments, addressing with cc and bcc	3	20%	CO1 CO3
6	**Google Apps** Google Chrome, Gmail, Google Calendar, Google Search, Google Docs, Google Sheets, Google Presentations, Google Maps, Google Drive, Google Contacts	2	20%	CO4

Suggested Distribution of Theory Marks Using Bloom's Taxonomy						
Level	Remembrance	Understanding	Application	Analyse	Evaluate	Create
Weightage	**40**	**20**	**30**	**-**	**-**	**10**

NOTE: This specification table shall be treated as a general guideline for the students and the teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Suggested List of Experiments/Tutorials

Sr. No.	Name of Experiment/Tutorial	Teaching Hours
1	Ms Word – Document Preparation	6
2	Ms Excel – Profession Spreadsheet Preparation	6
3	Ms PowerPoint – Professional Presentation	6
4	E-mail Creation and Sending with Attachment, CC & BCC	6
5	Use of Google Applications	6

Major Equipment/ Instruments and Software Required

Sr. No.	Name of Major Equipment/ Instruments and Software
1	Microsoft Office: Ms Word, Ms Excel, Ms PowerPoint
2	Google Essentials

Suggested Learning Websites

Sr. No.	Name of Website
1	https://workspace.google.com/
2	https://support.microsoft.com/en-us/training

Reference Books

Sr. No.	Name of Reference Books
1	Microsoft Office 365 by Katherine Murray
2	The Google Apps Guidebook: Lessons, Activities and Projects Created by Students for Teachers by Kern Kelley	EdTech team Press