



SOURASHTRA COLLEGE, MADURAI – 625004

(An Autonomous Institution Re-accredited with 'B+' grade by NAAC)

DEPARTMENT OF COMPUTER SCIENCE CERTIFICATE COURSE IN OFFICE AUTOMATION – SYLLABUS

(Under CBCS based on OBE) (For those admitted during 2024 – 2025 and after)

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COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
24CCSC11	OFFICE AUTOMATION - I	CERTIFICATE COURSE	20 Hrs.	-	-

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
II	-	-	100	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input type="checkbox"/>
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COURSE DESCRIPTION:

The purpose of Microsoft Word documents is to create, edit, and format text-based documents for various purposes. Microsoft Word is a widely used word processing software that provides a range of features and tools to facilitate the creation and manipulation of documents

Microsoft Excel enables users to format, organize and calculate data in a spreadsheet. By organizing data using software like Excel, data analysts and other users can make information easier to view as data is added or changed. Excel contains a large number of boxes called cells that are ordered in rows and columns.

COURSE OBJECTIVES:

- Microsoft Word documents is to create, edit, and format text-based documents for various purposes.
- Microsoft Excel enables users to format, organize and calculate data in a spreadsheet. It is also used to create various types of charts and Graphs.

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

No.	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	learn about Microsoft Word Screen – Home-Insert-Page layout-Review– View menu	Upto K3
CO 2	learn about Saving the file-Formatting the Text-Alignment of Text-Appling Fonts-Spell checking-Closing of files-Printing your document	Upto K3
CO 3	learn about Editing tools-Auto correct-Auto format-Find and replace-Page numbering Microsoft-Excel-Creating a worksheet in Excel-Copying a formula-Styles	Upto K3
CO 4	learn about Functions in Excel-Using auto calculate-Creating charts in Excel-Worksheet fitting on a page-Creating a pivot table report	Upto K3
CO 5	learn about Typing with auto fill-Formatting numbers and labels-Changing the size of rows and columns-Adding and deleting rows and columns-Appling Themes	Upto K3

K1– KNOWLEDGE (REMEMBERING), K2–UNDERSTANDING, K3–APPLY



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OFFICE AUTOMATION – I

UNIT – I: INTRODUCTION TO MICROSOFT OFFICE –MICROSOFT WORD

Opening screen of Microsoft Word Screen – Home panel-Insert panel-Page layout panel- Review panel– View panel

UNIT – II: WORKING WITH WORD DOCUMENT

Introduction-saving the file-Formatting the Text-Alignment of Text-Appling Fonts-Spell checking-Closing of files-Printing your document-

UNIT – III:

Editing the word document- Editing tools-Auto correct-Auto format-Find and replace- Page numbering – **Understanding Microsoft-Excel**-Creating a worksheet in Excel- Copying a formula-Styles

UNIT – IV:

Functions in Excel-Using auto calculate-Creating charts in Excel-Worksheet fitting on a page-Creating a pivot table report

UNIT – V:

Typing with auto fill-Formatting numbers and labels-Changing the size of rows and columns-Adding and deleting rows and columns-Appling Themes

REFERENCE BOOKS:

1. *Learning Computer Fundamentals, MS Office and Internet & Web Technology*
Dinesh Maidasani – FIREWALL MEDIA, First Edition 2005.
2. *A Beginners Guide to Computers* – Alexis Leon & Mathews Leon-Vikas
Publishing House Pvt Ltd.

DIGITAL TOOLS:

1. <https://davpgcvns.ac.in/wp-content/uploads/2020/11/Introduction-of-MS-Office-MS-Word-PDF-eng.pdf>
2. <https://www.montclair.edu/information-technology/wp-content/uploads/sites/168/2022/08/Introduction-to-Word-2016.pdf>
3. https://ccsuniversity.ac.in/bridge-library/pdf/DHA_Shikha_BHI_204_Unit4.pdf
4. [https://www.mcrhrdi.gov.in/4th_mesfc2022/material/Microsoft%20Office\(Ms-Excel%202016\).pdf](https://www.mcrhrdi.gov.in/4th_mesfc2022/material/Microsoft%20Office(Ms-Excel%202016).pdf)

Mapping of CO with PSO

	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	2	3	2	1	2	3
CO2	1	2	3	2	3	2
CO3	2	1	2	2	2	2
CO4	2	2	3	3	2	2
CO5	2	1	2	3	3	3

3. Advanced Application 2. Intermediate Development 1. Introductory Level

COURSE DESIGNER: Dr. V. K. VIJAYAKUMAR

Passed in the BoS Meeting held on 09/03/2024

Signature of the Chairman



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COURSE CODE	COURSE TITLE	CATEGORY	T	P	CREDITS
24CCSC12	OFFICE AUTOMATION – II	CERTIFICATE COURSE	20 Hrs.	-	-

YEAR	SEMESTER	INTERNAL	EXTERNAL	TOTAL
II	-	-	100	100

NATURE OF COURSE	Employability <input checked="" type="checkbox"/>	Skill Oriented <input checked="" type="checkbox"/>	Entrepreneurship <input type="checkbox"/>
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COURSE DESCRIPTION:

It is a powerful tool used to create presentations. It provides everything you need to create a professional presentation. PowerPoint contains graphic tools and word processing tools and is easy to use. PowerPoint is created from a series of slides.

Microsoft Access is designed to help its users connect with Microsoft databases at the back end and help them manage and store their data efficiently. Using MS Access has been extremely helpful to many enterprises since they can manage and access their data in a more user-friendly manner.

COURSE OBJECTIVES:

- PowerPoint contains graphic tools and word processing tools and is easy to use. PowerPoint are created from a series of slides
- Microsoft Access is designed to help its users connect with Microsoft databases at the back end and help them manage and store their data efficiently.

COURSE OUTCOMES (COs):

After the completion of the course, the students will be able to

No.	Course Outcomes	Knowledge Level (According to Bloom's Taxonomy)
CO 1	create a new presentation – new slide - slide layout – Insert table, pictures using Power point	Upto K3
CO 2	learn about - Insert shapes – insert charts – insert text box – word art – date & time – slide number – design – format background	Upto K3
CO 3	learn about - Slide transitions - Animations – view slide show, learn about- MS Access – Database – DBMS – Datatypes in MS Access	Upto K3
CO 4	learn about - Creating a new database – Opening existing file – Creating a new Table – Field Properties – Primary Key - Relationship between two tables – Operators in MS Access	Upto K3
CO 5	learn about - Queries – Select Query – Parameter Query – Cross Tab Query – Action Query – SQL Query – Forms – Forms Controls - Reports	Upto K3

K1- KNOWLEDGE (REMEMBERING), K2-UNDERSTANDING, K3-APPLY



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OFFICE AUTOMATION – II

UNIT – I:

Introduction - create a new presentation – new slide - slide layout – Insert table, pictures

UNIT – II:

Insert shapes – insert charts – insert text box – word art – date & time – slide number – design – format background –

UNIT – III:

Slide transitions - Animations – view slide show

Introduction to MS Access – Database – DBMS – Datatypes in MS Access

UNIT – IV:

Creating a new database – Opening existing file – Creating a new Table – Field Properties – Primary Key - Relationship between two tables – Operators in MS Access

UNIT – V:

Queries – Select Query – Parameter Query – Cross Tab Query – Action Query – SQL Query – Forms – Forms Controls - Reports

REFERENCE BOOKS:

1. *Learning computer Fundamentals, MS Office and Internet & Web Technology*
Dinesh Maidasani – FIREWALL MEDIA, First Edition 2005.
2. *A Beginners Guide to Computers* – Alexis Leon & Mathews Leon-Vikas
Publishing House Pvt Ltd.
3. *Computer Applications in Business* – S.V. Srinivasa V Allabhan – Sulthan Chand
& Sons , New Delhi

DIGITAL TOOLS:

1. https://himmelfarb.gwu.edu/tutorials/pdf/intro_powerpoint_2010.pdf
2. https://www.tutorialspoint.com/powerpoint/powerpoint_tutorial.pdf
3. <https://www.montclair.edu/information-technology/wp-content/uploads/sites/168/2018/06/Access-Intro-2016.pdf>
4. https://www.tutorialspoint.com/ms_access/ms_access_tutorial.pdf

Mapping of CO with PSO

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CO1	2	3	2	1	2	3
CO2	1	2	3	2	3	2
CO3	2	1	2	2	2	2
CO4	2	2	3	3	2	2
CO5	2	1	2	3	3	3

3. Advanced Application 2. Intermediate Development 1. Introductory Level
COURSE DESIGNER: Dr. V. K. VIJAYAKUMAR