Postgraduate Department of Commerce

Certificate Course in Office Automation

Course Coordinators Contacts:

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Curriculum

Certified course Office Automation program focuses on the field of Office Automation involving various Software used to carry out routine office works. To meet the pace of the growing world, many offices and organizations need to handle things using all the things covered in Office Automation. Students who wish to get expertise in performing routine office procedures are well suited to this program. Certified course Office Automation program focuses on providing basic training of computer and its most common software which is to be used in Office work. With the help of this program, students will be able to become an expert in Office Automation

The certified course now offered by the department is envisaged as a training programme to provide an in-depth training in use of office automation, internet and internet tools. The **course** also helps the candidates to get acquainted with IT

Aims and objectives:

1. To acquire basic knowledge and application of MS. Word

2. To acquire knowledge about spread sheet and its application

3. Able to do presentation through MS. Power point

4. To know the basics of internet and web browsers

Learning Outcome

After successful completion of the course,

1. Student will able to do prepare documents, letters and do formatting using word application
2. Student will carry out record maintenance for day-to-day activities using spread sheet
3. Student will able to do presentation
4. Student will know the basics of internet and how to Communicate using Internet
5. Student will understand how to surf in web browsers.

Syllabus

Module I

MS-Word: Word Basics - Starting word - Creating a new document - Opening preexisting document - The parts of a word window - Typing text - Selecting text - Deleting text -Undo - Redo – Repeat- Inserting text - Replacing text - Formatting text - Cut - Copy -Paste - Formatting Text and Documents - Auto format - Line spacing - Margins - Borders and Shading

Headers and Footers: Definition - Creating basic headers and footers - Tables - Creating table - Adding, changing, deleting rows - Inserting, changing, deleting column - Graphics - Importing graphics - Clipart - Insert picture - Clip Art Gallery - Drawing objects - Text in drawing (10 Hours)

Module II

MS Excel: Electronic Spreadsheet – Creating and rearranging worksheet - Structure of spreadsheet and its applications- Spread sheet – operators - Arithmetic – Relation Functions – Formulae – Payroll Preparation. (12 Hours)

Module III

Power point: Basics - Terminology - Getting started - Views -Creating presentations - Using auto content wizard - Using blank presentation option -Using design template option - Adding slides Deleting a slide - Importing images from the outside world - Drawing in power point - adding media clips and charts, special effects, setting slid timings - Saving presentation - Closing. (6 Hours)

Module IV

The Internet and its Basic Concepts: Internet concept- emails- web browsing   (2 Hour)

Evaluation

At the end of the course there will be a practical test and Viva Voce as prescribed by the professor in charge of the course. Students will be graded according to their performance.

Course Schedule

The course is planned to be commenced on the 20 January 2020. The course involves 30 practical sessions. The classes and training will be completed in crash mode. The detailed schedule will be available on the day of commencement of the course. There will be a practical examination at the end of the Course; Certificates will be issued by the College.