



# बिरसा मुंडा ट्रायबल युनिवर्सिटी Birsa Munda Tribal University

राजपिपला, जि. नर्मदा Rajpipla, Dist. Narmada

Established by Tribal Development Department, Govt. of Gujarat

## School of Arts

### B.A. (Economics) Programme

**Subject Code & Name:** - BA01SEECO1: Fundamentals of Computer and Office Automation

Packages-I

### Teaching and Evaluation Scheme:

Teaching Scheme				Examination Scheme			
Credits				Component Weightage			
				CCE		SEE	
L	T	P	Total	TH	PWE	TH	PWE
1	0	1	2	0.25	-	0.5	0.25

Programme Name	B.A.
Semester	I
Course Code	BA01SEECO1
Course Title	Fundamentals of Computer and Office Automation Packages-I
Course Content Type (Th./Pr.)	Theory/Practical
Course Credit	2
Sessions+ Lab. Per Week	1+2*
Total Teaching/Lab. Hours	30 Hours
* 2 Laboratory = 1 Session	

### Learning Objectives

1. This course would make students acquainted with basics of computers.
2. Students can develop skills for effective use of Office Automation Tool.

### Prerequisites (if any)

Basic Understanding and Operating of Computer System

### Learning Outcomes

On the completion of this course, students will able to:

1. Explain the basic structure of computer and number system.
2. Summarize the Software and Operating System.
3. Apply and analyze various features into the documentation and presentation





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Detailed Contents		
UNIT	TOPIC/SUB-TOPIC	TEACHING HOURS
I	<b>Basic of Computers</b> Computer, Data Processing, Characteristics of Computer, History of computer, Computer Generations, Basic Organization of Computer, Classification of computer (Analog, Digital, Hybrid, micro, mini, mainframe and super Computers), Number System (Decimal, Binary, Octal, Hexadecimal), Basic Binary Arithmetic, Introduction to Computer Code (ASCII, BCD, EBCDIC, UNICODE)	15
II	<b>Software Types:</b> Overview of System software and application software, Operating system, Utility software, drivers, compilers and interpreters. Virus, features, types of viruses, virus detection prevention and cure. <b>Operating system:</b> Windows: Desktop, Control Panel, Driver installation, create users, manipulate taskbar, power management, Install new peripheral etc. DOS: Basic Commands of DOS. <b>Office Automation Fundamentals</b> Introducing MS-Word, creating and formatting text documents, mail merge, page setup, creating table. Introducing MS-Power point, creating presentation, enhancing presentation using multimedia.	15
<b>Text Book(s)</b>		
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<b>Reference Books</b>		
1. Computer Fundamentals Concepts, System & Application By: P. K. Sinha Publisher: BPB 2. Microsoft Office 2019 for Dummies, Publisher: Wiley		
<b>Web Resources</b>		
1. <a href="https://edu.gcfglobal.org/en/topics/office/">https://edu.gcfglobal.org/en/topics/office/</a> 2. <a href="https://www.computer-pdf.com/tutorials-ms-office-basics">https://www.computer-pdf.com/tutorials-ms-office-basics</a> 3. <a href="https://www.tutorialspoint.com/word/index.htm">https://www.tutorialspoint.com/word/index.htm</a> 4. <a href="https://www.tutorialspoint.com/powerpoint/index.htm">https://www.tutorialspoint.com/powerpoint/index.htm</a>		
<b>Required Software(s) (if any)</b>		
Windows OS and MS-Office		





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### Practical(s) (if any)

#### List of Sample Practical

1. Create/Delete a directory and files using DOS commands.
2. Create/Delete a files and folder in Windows.
3. Prepare a Bio-data in MS-Word.
4. Prepare an invitation to invite your friends to your birthday party. Prepare at least five letters using Mail Merge.
5. Create and Design Admission/Enquiry Forms etc.
6. Design E-book cover pages / Magazine front/ books front/back page using cover page option in Insert Menu.
7. Create Business Cards using Shapes, text, and colours.
8. Make books content page or index page
9. Use smart art and create organization charts
10. Create a slide show presentation about BMTU.
11. Create slides with your own contents and decorate the text using Text Fill, Text Effect, Shape Outline, Shape Fill, and Shape Effect.
12. Create slides of your choice and give custom animation effects

**L::** Lecture, **T::** Tutorial , **P::**Practical

**CCE::** Continuous and Comprehensive Evaluation

(CCE Theory includes Mid Semester Examination, Assignment, MCQ quizzes, Seminar, Reflective notes, class participation, case analysis and presentation, slip tests (announced/ surprised), attendance etc. or any combination of these)

**PWE::** Practical Work Examination

(PWE includes Laboratory practical work, project work, viva simulation exercise work etc.)

**SEE::** Semester End Evaluation

