



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:- BA02SEECO1 Fundamentals of Computer and Office

Automation Packages-II

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	II
Course Code	BA02SEECO1
Course Title	Fundamentals of Computer and Office Automation Packages-II
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. To aware students about basic structure of computer and basic of Information technology.
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. Infer organization of input/output, memory and processing devices.
2. Summarize the Information technology
3. Apply and analyze various features into the spreadsheet and database.





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Detailed Contents		
UNIT	TOPIC/SUB-TOPIC	TEACHING HOURS
I	Basic I/O Devices, Memory, Data Storage & Processor Type of input and output devices, Types of Memory (RAM→SRAM, DRAM, DDR etc., ROM→ROM,PROM,EPROM,EEPROM etc.), Types of magnetic devices(floppy disk, hard disk, magnetic tape etc.), storage mechanism for magnetic storage devices like tracks, sectors, clusters etc., other storage devices(USB Flash Drive, CD, DVD, blu ray disk etc.), Cloud storage like google drive, OneDrive etc., Types of processor(Dual core, Core 2 duo,i3,i5,i7 etc..)	15
II	Information Technology: Understanding the need of Information, Data, Knowledge, Difference between Data, Information and Knowledge Office Automation Fundamentals Introducing MS-Excel, formatting workbook, conditional formatting, Autofill and custom list, sorting data, filtering data, creating charts, summarize data using pivot table, working with basic functions and formulae, protecting data. Introducing MS-Access, creating database, working with tables, queries, forms and reports	15

Text Book(s)

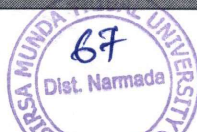
Reference Books

1. Computer Fundamentals Concepts, System & Application By: P. K. Sinha Publisher: BPB
2. Introduction to Information Technology By: Turban, Rainer Publisher: Wiley
3. Fundamentals of Information Technology By: Mathew Anoop, S. Kavitha Murugesan Publisher: Narosa Publishing House
4. Microsoft Office 2019 for Dummies, Publisher: Wiley

Web Resources

1. <https://edu.gcfglobal.org/en/topics/office/>
2. <https://www.computer-pdf.com/tutorials-ms-office-basics>
3. <https://www.tutorialspoint.com/excel/index.htm>
4. https://www.tutorialspoint.com/ms_access/index.htm

Required Software(s) (if any)





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MS-Office

Practical(s) (if any)

List of Sample Practical

1. Prepare a mark sheet using appropriate formulae.
2. Insert car sales data into sheets and compare sales for men and women, using various different chart types.
3. Use the formatting tools to make your data look more professional and presentable.
4. Creates Range names and uses them in formulae.
5. Use a custom number format to change the appearance of dates/numbers.
6. Calculate parking fees using an IF function.
7. Use the inbuilt functions to calculate basic statistics from a list of data.
8. Create two different tables with country information now Create a query showing the countries in one table not in the other, and vice versa.
9. Use Make Table queries to separate a large table of data into several smaller ones.
10. Create Access queries that prompt the user for criteria.
11. Delete records from a database using Delete queries.
12. Use Make Table queries to create a backup of important data, and to quickly make copies of specific records.
13. Use the Auto form wizard to create a quick form for entering and viewing data
14. Create forms based on the one-to-many relationships in database.
15. Use the report wizard to quickly create detailed summary reports based on your data.
16. Design a report to list courses by Various Schools of BMTU.

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

