



बिरसा मुंडा ट्रायबल युनिवर्सिटी Birsa Munda Tribal University

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmada

Established by Tribal Development Department, Govt. of Gujarat

School of Computer Science

M. Sc. (Information Technology) Programme

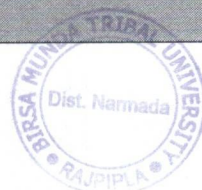
Subject Code & Name: MITMC104-Computer Fundamentals and Office Automation Tools

Teaching And Evaluation Scheme:

Teaching Scheme				Examination Scheme			
Credits				Component Weightage			
				CCE		SEE	
L	T	P	Total	TH	PWE	TH	PWE
2	-	2	4	25%	25%	25%	25%

Programme Name	M. Sc. (Information Technology)
Semester	1
Course Code	MITMC104
Course Title	Computer Fundamentals and Office Automation Tools
Course Content Type (Th. / Pr.)	Th. + Pr.
Course Credit	4
Sessions + Lab Per Week	2+2
Total Teaching/ Lab Hours	30+60
* 2 Lab = 1 session	

Learning Objectives



Upon successful completion of this course, students will be able to:

- Develop basic understanding of computer systems, hardware, software and operating system concepts.
- To familiarize students with commonly used office automation tools for documentation, data handling and presentations.
- To enable students to create, edit and manage professional documents, spreadsheets and presentations.
- To develop practical digital skills required for academic, administrative and workplace communication.
- To encourage effective use of computer applications for problem solving, information management and presentation of ideas.

Learning Outcomes

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

- Explain the fundamental concepts related to computer systems, memory, hardware and software.
- Demonstrate the use of word processing tools for preparing structured and professional documents.
- Perform basic calculations, formatting and data analysis using spreadsheet applications.
- Create effective presentations using appropriate design elements, charts and multimedia components.
- Apply office automation tools for academic, professional and day-to-day communication purposes.

CLO – PLO Mapping Matrix

CLO/ PLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
CLO1	3	2	1	1	–	–	–	1	2
CLO2	2	2	2	2	–	–	1	3	3
CLO3	3	3	2	3	1	1	–	2	3
CLO4	2	2	2	3	1	1	–	3	3



CLO5	2	2	2	3	1	2	1	3	3
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Detailed Contents		
Unit	Topic/Sub Topic	Teaching Hours
I Fundamentals of Computer System and architecture	• Evolution of computers • Characteristics and applications • Computer peripherals • ALU, CU and Register • Concept and types of memory • Concept of hardware and software • Operating System Basics • Data representation • Concept of File management	15
II Word Processing and documentation	• Introduction to Word Processing • Creating, editing and saving documents • Inserting elements and designs in document • Inserting and designing tables • Using mail merge for bulk documentation • Miscellaneous operations • Printing and sharing document	15
III Spreadsheet applications and data analysis	• Concept and need of spreadsheet • Concept of workbook and worksheet • Creating, editing and saving worksheet • Cell formatting, sorting and searching • Inserting charts and graphs • Basic data analysis	15

	• Miscellaneous operations • Printing and sharing spreadsheets	
IV Presentation Design and Communication Tool	• Introduction to Presentation software • Creating and saving presentation • Slide insertion, design and themes • Inserting charts, graphs, pictures and hyperlinks • Creating animations and transitions • Creating custom templates • Slide navigation and presentation delivery • Miscellaneous operations • Printing and sharing presentations	15
Reference Books		
8. Fundamentals of Computer – V. Rajaraman 9. MS Office 2019/21 Step by step – Lambert and Frye 10. Working with MS Office – Ramesh Bangia		
Web Links		
1. https://www.tutorialspoint.com/computer_fundamentals/index.htm 2. https://edu.gcfglobal.org/en/computerbasics 3. https://support.microsoft.com/ 4. https://documentation.libreoffice.org/en/english-documentation 5. https://swayam.gov.in		

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

CCE:: Continuous & 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

Sample Practical Exercises:

Word Processing and Documentation

1. Create and save a formatted document containing personal information.
2. Prepare a resume using a word processing tool.
3. Create a notice using appropriate formatting features.
4. Insert and format tables in a document.
5. Design a letterhead for an organization.
6. Insert images, shapes, and text boxes into a document.
7. Prepare a meeting agenda and minutes document.
8. Use mail merge to generate invitation letters.
9. Apply page layout, headers, footers, and page numbering.
10. Print and export documents in PDF format.

Spreadsheet Applications and Data Analysis

1. Create a worksheet to record student marks.
2. Perform basic calculations using spreadsheet formulas.
3. Calculate total, average, maximum, and minimum values.
4. Format worksheets using borders, colors, and alignment.
5. Sort student records based on marks.
6. Search and filter records in a worksheet.
7. Create column, bar, and pie charts using data.
8. Prepare a monthly household expense sheet.
9. Generate graphical reports from spreadsheet data.
10. Print and share spreadsheets with proper formatting.



Presentation Design and Communication Tools

1. Create a presentation introducing Birsa Munda Tribal University.
2. Design slides using themes and templates.
3. Insert pictures, charts, and hyperlinks in slides.
4. Create an educational presentation on digital literacy.
5. Apply slide transitions and animations.
6. Prepare a presentation on tribal culture and heritage.
7. Create a custom slide template.
8. Practice slide navigation and presentation delivery.
9. Export presentations to PDF format.
10. Deliver a 5-minute presentation using presentation software.

