



बिरसा मुंडा ट्रायबल युनिवर्सिटी Birsa Munda Tribal University

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmda

Established by Tribal Development Department, Govt. of Gujarat

School of Computer Science

P.G.D.C.A. (Post Graduate Diploma in Computer Applications) Programme

Subject Code & Name: PGDCA105-2- 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
4	-	-	4	50%	-	50%	-

Programme Name	P.G.D.C.A.
Semester	1
Course Code	PGDCA105-2
Course Title	Computer Fundamentals and Office Automation Tools
Course Content Type (Th. / Pr.)	Th.
Course Credit	4
Sessions + Lab Per Week	4
Total Teaching/ Lab Hours	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.
- Apply commonly used office automation tools for documentation, data handling and presentations.



- Create, edit and manage professional documents, spreadsheets and presentations.
- Apply digital skills required for academic, administrative and workplace communication.
- Effectively 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:

CLOs / PLOs	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8
CLO1	3	1	–	1	–	1	–	1
CLO2	1	1	2	2	1	1	3	2
CLO3	2	2	2	3	2	1	2	2
CLO4	1	1	3	2	2	1	3	3
CLO5	2	2	2	3	2	2	3	3

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	15

	• Concept of File management	
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 • Miscellaneous operations • Printing and sharing spreadsheets	15
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		

SEE:: Semester End Evaluation

