

Syllabus

Of

Skill based Value Added Course

(Course Name: OFFICE TOOL SOFTWARES)



Govt. V.Y.T. PG Autonomous College, Durg (C.G.)
Department of Computer Science



(Session 2022-23)

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(Course Name: OFFICE TOOL SOFTWARES)

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Course Name: OFFICE TOOL SOFTWARES

INDEX:

- 1. Introduction**
- 2. Objective & Scope**
- 3. Syllabus**
- 4. Duration of the course**
- 5. Time table**
- 6. Scheme of Examination**
- 7. Learning outcome with assessment criteria**

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Introduction

Value added course:-

It is observed that the relevant areas of office applications are not covered under a university curriculum. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes.

Our college offers a wide variety of short term and also long term certificate courses which are conducted after class hours or during semester breaks.

These courses are conducted by professionals and industry experts and help students stand apart from the rest in the job market by adding further value to their careers.

Office managers may need to perform a number of different roles in any office. While the job description varies from workplace to workplace, no two days in a row are exactly the same for these business dynamos.

Each task, from answering the phone to checking in with co-workers, requires a different set of skills, meaning you're always activating a different part of your own knowledge and experience and this entails a working knowledge of digital office tools.

The proposed course aims to empower the students towards utilising office automation tools, thus making them more receptive to and prepared for 21st century job market requirements.

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Course Objectives:

- To develop a strong foundation in office management based on digital systems.
- A holistic development of academic excellence to contribute effectively to the understanding of digital office management.
- To equip the students with the basic skills in identifying and labeling different office tools.
- To impart quality education in the field of computer science enabling our students to confidently face the job market.
- Data Storage and Manipulation: Data storage includes important and confidential office documents and records. Office tools includes data applications, which are used to create or edit a document, file, spreadsheet or an image.
- Data Management: Data management is one of the major components of office automation system that offers strategic advantages by simplifying the management of stored data and information.
- Data Exchange: Exchange of stored or manipulated data and information is also an important component of an office tools. Sending files or exchanging data or information between one or more than one member of an organization has become possible with an electronic transfer application.
- Accuracy: Computer systems and other machines are as effective as a human brain. Once the bugs are removed from a program or an application, it can help you in getting 100% accuracy in the day-to-day business processes.

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Syllabus

Module 1: Introduction to Digital Computer Systems

Computer System:- Characteristics and Capabilities, Computer Hardware and Software: Block Diagram of a Computer, Different Data Processing: Data, Data Processing System, Storing Data, Processing Data, Types of Computers: Analog, Digital, Hybrid, General and Special Purpose Computers, Generations of Computer.

Module 2: Word Processors

A software for creating, storing and manipulating text documents is called word processor. Some common word processors are MS-Word, WordPad, WordPerfect, Google docs, LibreWriter etc. Here is a list of activities that can be done within a word processor software –

- Create, save and edit documents.
- Format text properties like font, alignment, font color, background color, etc.
- Check spelling and grammar
- Add images
- Add header and footer, set page margins and insert watermarks

Module 3: Spread Sheets

Spreadsheet is a software that assists users in processing and analyzing tabular data. It is a computerized accounting tool. Data is always entered in a cell (intersection of a row and a column) and formulas and functions to process a group of cells is easily available. Some of the popular spreadsheet software include MS-Excel, Gnumeric, Google Sheets, etc. Here is a list of activities that can be done within a spreadsheet software –

- Simple calculations like addition, average, counting, etc.
- Preparing charts and graphs on a group of related data
- Data entry
- Data formatting
- Cell formatting
- Calculations based on logical comparisons

Module 4: Presentation Tools

Presentation tool enables user to demonstrate information broken down into small chunks and arranged on pages called slides. A series of slides that present a coherent idea to an audience is called a presentation. The slides can have text, images, tables, audio, video or other multimedia information arranged on them. MS-PowerPoint, OpenOffice Impress, Lotus Freelance, etc. are some popular presentation tools. Here is a list of activities that can be done within a presentation software –

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John *John*

- Create, save and edit slides for presentation.
- Format text properties like font, alignment, font color, background color, etc.
- Animation in slides.
- Slide show with animation
- Creating attractive presentations

Module 5: Database Management System

Software that manages storage, updating and retrieval of data by creating databases is called database management system. Some popular database management tools are MS-Access, MySQL, Oracle, FoxPro, etc. Here is a list of activities that can be done within a database software

- Create, save and edit database and database tables.
- Create, save and edit sql queries in database.

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Duration of the course: Total 30 hours

(15 hours teaching and 15 hours practical)

Scheme of Examinations :- Number of Questions	20 questions (MCQs) of each module from theory portion.
Exam Mode	Online mode only
Type of questions	Objective type questions with 4 options and 1 correct answer
Duration of Exam	The exam duration is 60 minutes (1 hour)
Subjects	Questions are asked from syllabus.
Language	The question paper is asked in 1 languages English only.
Marking Scheme	2 Marks are awarded for each correct answer.
Negative Marking	No Negative Marking.
Theory Exam	5 Questions (MCQs) from each module
Theory Maximum Marks	50
Theory Minimum passing Marks	20
Practical Exam	2 Questions (MCQs) from each module
Practical Maximum Marks	50

Practical: (15 hrs)

Practical based on Module 1, Module 2, Module 3 and Module 4.

References:

1. Microsoft Office 2007 fundamentals, L Story, D Walls.
2. MS Office, S.S. Shrivastava, Firewall Media.
3. Office 2000 made easy, Alan Neibauer, Tata Me Graw Hill.

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Learning outcome with assessment criteria:

The Value Added Education Courses aim to provide additional learner centric graded skill oriented technical training, with the primary objective of improving the employability skills of students. The main objectives of the program are:

- To provide students an understanding of the expectations of industry.
- To improve employability skills of students of Govt. V. Y. T. PG. Autonomous College, Durg
- To bridge the skill gaps and make students industry ready.
- To provide an opportunity to students to develop inter-disciplinary skills.

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Name of Course Co-ordinator:- Mr. Durgesh Kumar Kotangale

S. N	Category	Name of Nominated Members	Signature
1.	Chairperson	Mr. Durgesh Kumar Kotangale	
2.	Members	1. Prof. Dileep Kumar Sahu 2. Mrs. Latika Tamrakar	
3.	Subject specialist	1. Dr. Kesri Verma (NIT Raipur C.G.) 2. Mrs. Neha Tiriha (Govt. J.Y. C.G. College, Durg)	
4.	VC Nominated member	Mr. L.K. Gavel (Govt. College Balod C.G.)	
5.	Corporate/ Industrial area Representative	Shri Rajkumar (Ravi Solutions Durg)	
6.	Ex Meritorious Student PG	Balram Dewangan (Govt. V.Y.T. PG Autonomous College, Durg C.G.)	
7.	Subject expert from other Department	Dr. Padmavati (Govt. V.Y.T.PG. Autonomous College Durg C.G.)	

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