



SHREE H. N. SHUKLA COLLEGE OF I.T. & MGMT.

(AFFILIATED TO SAURASHTRA UNIVERSITY)

3- Vaishalinagar
Nr. Amrapali Railway Crossing
Raiya Road, Rajkot – 360001
Ph. No–(0281)2471645

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Nr. Amrapali Railway Crossing
Raiya Road, Rajkot - 360001
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OFFICE AUTOMATION

Name of Course	Semester	Core/Elective/Allied/Practical/Project	Course/Paper Code	Course/Paper Title	Credit	Internal Marks	External Marks	External Exam Time Duration
B.B.A.	I	Core	161100010108	Office automation	2+2*	15-T	35-T 50-P	3 Hours

COURSE OBJECTIVES

The objective of the course is to make students aware about basics of computers, peripheral devices, internet environment, word processing, spread sheets and presentation

COURSE CONTENT

Unit No. 1 to 3 -> Theory of 50 Marks and Unit No. 4 -> Practical of 50 Marks

Unit - 1	Computer Basics	No. of Lecture
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	<p>Definition of computer, Block Diagram Of Computer, Characteristics of computer, Generations of computer, Analog computer, Digital computer (Mini, Micro, Mainframe, Super), Hybrid computer</p> <ul style="list-style-type: none"> • Types of Memory: RAM, ROM, PROM, EPROM, EEPROM • Storage Devices: Floppy Disk, Hard Disk, CD, DVD, Pen drive 	15
Unit – 2	Input and Output Devices	
	<ul style="list-style-type: none"> • Input Devices: Key board, Mouse, Scanner, MICR, Micro Phone, Barcode Reader, Touch Screen • Output Devices <ul style="list-style-type: none"> - Visual Display Unit: CRT, LCD - Printers: Impact(Daisy Wheel, Dot Matrix Printer), Non Impact (Drum, Ink-Jet, Laser) 	15
Unit - 3	Internet Basic	
	<ul style="list-style-type: none"> • Internet Concept • Internet Services: E – Mail, Chatting, Conferencing, Internet Telephony • Internet Connection Methods: Dial Up Connection, Leased Line Connection • Addressing: IP Addressing , DNS • Overview: FTP, WWW, Web, Browser 	15
Unit – 4	Practical	
	<ul style="list-style-type: none"> • MS-Word Editing, Font formatting, Paragraph formatting, Page setups and printing document, Mail-merge • Ms-Excel Preparing worksheet, Formatting cell, Page setup, building formulas, library functions (sum(), average(), count(), left(), right(), mid(),if(), or(), and(), not(), date(), now(), time(), fv(), pv(), pmt(), ipmt(), irr(), yield(), rate()) • MS- Powerpoint Preparing interactive presentation Viewing and navigating presentation 	60

Credit:

- 1 lecture = 1 hour = 1 credit and 2 practical = 2 hours = 1 credit
- Theory 2 Hours/week = 2 credits and additional practical 4 hours/week = 2 credits. Total credit is 4.

Examination:

- Theory Examination – Total marks 50 (35 marks of university examination and 15 marks of internal). University examination: 2 Hours
- Practical Examination – Total Marks 50 (No Internal Marks).University Examination: 2 Hours

Passing Standard:



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- Student must obtain minimum 40% marks in theory and practical both
 - Theory: Minimum 40% (minimum 14 marks in University examination and minimum 6 marks in internal)
 - Practical: Minimum 40% (Minimum 20 marks in University examination)

REFERENCES

- Computer Fundamentals and Information Technology – By Bharat & Co.
- Computer Fundamentals – BPB Publications - By P.K.Sinha