
 <p>पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ ॥ विद्यया संपन्नता ॥ NAAC Accredited-2022 'B++' Grade (CGPA-2.86)</p>	<p><b>PUNYASHLOKAHILYADEVIHOLKARSOLAPURUNIVERSITY,</b> <b>SOLAPUR</b> <b>B.A. - II SEMESTER – III (NEP 2020)</b></p>		
<p><b>VERTICAL: SKILL ENHANCEMENT COURSE</b></p> <p><b>COURSE CODE:</b></p> <p><b>COURSE NAME: SKILLS FOR OFFICE AUTOMATION</b></p>			
<b>Course Credits</b>	<b>No. of Hrs. per Week</b>	<b>Total No. of Teaching Hrs.</b>	<b>Total marks</b>
<b>2 Credits</b>	<b>2 Hours</b>	<b>30 Hours</b>	<b>50</b>
<p><b>Preamble:</b></p> <p>Office automation is the use of computer software and systems to digitize and automate repetitive office tasks. Office automation can help improve the efficiency, accuracy, and quality of workplace operations. It can also help free up time for employees to focus on more challenging tasks. Office automation refers to the varied computer machinery and software used to digitally create, collect, store, manipulate, and relay office information needed for accomplishing basic tasks.</p> <p>The goal of this course is to provide students the fundamental skill for Computer and Computer Application which is used for Office management.</p> <p><b>Course Objectives:</b></p> <ol style="list-style-type: none"><li>1. To Define and understand the key concepts and importance of Computer and Computer applications.</li><li>2. To develop the skill among the students about computer using for office work.</li><li>3. To understand the new concepts of Information Technology and using computer application in office workplace.</li><li>4. To enhance critical thinking ability for office automation and resolve business challenges.</li></ol>			
<b>Unit</b>	<b>Contents</b>	<b>Lectures</b>	
<b>Unit I- Basic of Computer</b>	<ul style="list-style-type: none"><li>• Computer- Meaning, Definition, Important</li><li>• Computer components - CPU, Monitor, Printer</li><li>• Hardware and Software- Concept, Meaning</li><li>• MS-Office - MS-word, MS-Excel, MS- Power Point Presentation &amp; PDF file</li><li>• Types of computer systems - Micro, mini, mainframe and super computers- Concept, Meaning</li><li>• Operating systems: Dos, windows, UNIX, windows NT –</li></ul>	<b>15</b>	

	Concept, Meaning	
<b>Unit II – Internet Applications and Connectivity</b>	<ul style="list-style-type: none"> <li>• Internet- Concept and Meaning</li> <li>• Connectivity – Concept, Meaning and Types</li> <li>• E-mail- Writing and Sending</li> <li>• G-mail Account Creation and manage</li> <li>• Management Information System</li> <li>• Online service and application- Only Govt. services</li> <li>• Train, Airlines and Bus Reservation</li> <li>• Hotel Booking</li> </ul>	<b>15</b>
<p><b>Course Outcome</b></p> <p>On successful completion of the course, the students will be able to...</p> <ol style="list-style-type: none"> <li>1. To Develop and improve computer skill for office administration.</li> <li>2. Effectively employ Computer skills at the workplace.</li> <li>3. To improved confidence for performing as an office superintendence or secretary.</li> <li>4. It will help office work become more efficient, accurate and faster.</li> </ol> <p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. Taxali R.K. - P.C. Software made simple -New Delhi-TMH</li> <li>2. Alexis Leon and Mathews Leon (1999)-Introduction to computers –Chennai -Leon TechWorld</li> <li>3. Richard W Brightman (1998)- Using Micro Computers -New Delhi–Galgothi Publisher.</li> <li>4. Roger Hunt and John Shellery (1997) -Computer and common sense–New Delhi-PHI.</li> <li>5. Sanjay Sexena(1999) - A First Course in Computers-Vikas publishing</li> <li>6. P. K. Sinha: Computer fundamental</li> <li>7. V Rajaraman: Computer fundamental</li> </ol>		