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**PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR
UNIVERSITY, SOLAPUR**

SKILL DEVELOPMENT CENTRE



Course Name: Certificate Course in Office Automation

Year- 2023



पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ, सोलापूर
Punyashlok Ahilyadevi Holkar Solapur University, Solapur
केगाव, सोलापूर - 413 255, महाराष्ट्र (भारत)
दुरध्वनी क्र. ०२१७-२७४४७७१ / २२८, २३८ (११ लाईन्स), फॅक्स : ०२१७-२३५१३००,
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SKILL DEVELOPMENT CENTRE

“Certificate Course in Office Automation”

Syllabus

Duration of course: 6 Months

Need of Course:

1. To learn fundamental concepts of computers.
2. To familiarize with the different application software's like MS-Word, MS-Excel, MS-Power point.
3. To study the components of Operating System like MS-DOS and Windows Operating System.

Employment and Entrepreneurship Opportunities from Course:

1. Apply this knowledge to set-up our own DTP Business.
2. Apply and utilize MS-Office applications in respective field.

Tentative Fees: Rs. 10,000/-

Minimum Admission Eligibility for Student : H.S.C Pass from any faculty (Arts, Commerce, Science)

Teacher's Eligibility : B. Sc. (ECS) / B.C.A / B. Sc. (Computer Science) / MS-CIT



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NAAC Accredited-2022
B++ Grade (CGPA 2.96)

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Ashil

Course Duration : 6 Months

Name of Skill Course	Duration	Name of Paper	Paper	Hours Per Paper	Th.	Int.	Pract.	Credits
Certificate Course in Office Automation	6 Months	Introduction to Computers and MS-Word	I	45	80	20	0	3
		Introduction to MS-Excel & Power Point	II	45	80	20	0	3
		Practical based on MS-Word	III	45			100	3
		Practical based on MS-Excel & Power Point	IV	45			100	3
Total				180	160	40	200	12



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Course Title : Certificate Course in Office Automation

SYLLABUS Details

1)	Paper Title	Introduction to Computers and MS-Word	
2)	Paper No	I	
3)	Objectives of Paper	1. To learn fundamental concepts of computers	
		2. To familiarize with the application like MS-Word.	
		3. To study the components of Operating System like MS-DOS and Windows Operating System.	
4)	Expected out comes from Paper	1. Understand basic working of the operating system.	
		2. Apply and utilize MS-Word applications.	
		3. Apply knowledge of Operating System	
5)	Content		
	Unite-1	Introduction to computers, Evolution of personal computers; Generation of computers; Elements of a computer processing system- Hardware & Software, various categories of software; Computer organization Overview- CPU, I/O devices, storage devices and media; Various type of displays and other peripherals used in PCs.	10
	Unite-2	Introduction to Operating system, Purpose of Operating Systems, services and features of OS, Types ofOperating System, Components of OS.	10

Ashil

		Introduction to PC Operating Systems: - DOS, Windows operating System, Linux operating system, Concept and working with files and folders. Introduction to internet and its applications.	
	Unite-3	Microsoft Word:- Introduction to MS Word, opening, creating, saving, deleting document, page setting, formatting page, formatting text,	10
	Unite-4	adding images, Header footers, border and shading, bullets, mail merge, Table, graphics, label, Templates, Wizards and Printing Techniques.	15
6)	Reference Book	1. Computer Fundaments - P.K. Sinha. 2. Fundamental of computers - V. Raja Raman. 3. Computer Fundamentals- Anita Goel 4. Fundamentals of Information Technology - Chetan Srivastava. 5. Computer Fundamental -B. Ram	



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Course Title : Certificate Course in Office Automation

1)	Paper Title	Introduction to MS-Excel and PowerPoint	
2)	Paper No	II	
3)	Objectives of Paper	1. To learn fundamental concepts of computers	
		2. To familiarize with the application like MS-Excel	
		3. To familiarize with the application like MS-PowerPoint	
4)	Expected out comes from Paper	1. Understand basic working of the operating system.	
		2. Apply and utilize MS-Excel applications.	
		3. Apply knowledge of MS-Excel and MS-PowerPoint	
5)	Content		
	Unite-1	Elements of Electronics Spread Sheet MS-EXCEL. - Application/ Usage of Spread sheet - Opening of MS EXCEL The Menu Bar - Work Book and sheets - Creation of cells and addressing - Cell inputting - Edit features	10
	Unite-2	Manipulation of Cells. - Enter text, numbers and dates - Inserting of cells, rows and columns - Formatting of cells, rows and columns - Creation of Tables - Cell height and widths - Copying and Moving cells	10
	Unite-3	Use of formulas - Usage of basic formulas - Functions - Financial, Statistical, Date and Time, Math, and Logical; Data manipulation: Sorting, searching - Filter - Sub-Total	10

	Unite-4	Window - Freeze pans - Split - Hide 0 Charts - What is Chart and its usage - Different types of chart Column, Bar, Line, Pie etc. - Creation of Chart - Customization	15
6)	Reference Book	1. Information Technology in Business: Principles, Practices, and Opportunities by James A Senn, Prentice Hall. 2. Computer Fundamental MS Office – Including Internet & Web, Vitasta Publishing 3. Technology: Anupama Jain (Author), Avneet Mehra, Vitasta Publishing 4. MS Office 2007 in a Nutshell: S. Saxena, 1st edition, Vikas Publishing House	



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Practical based on MS-Word	III	45			100	3 Credits
Practical based on MS-Excel & Power Point	IV	45			100	3 Credits

Practical Paper-III: Practical based on MS-Word

1. Overview of the Home screen of MS-Word.
2. Creating sample document and applying formatting tools on it.
3. Creating Bio-data, inserting passport size photo on it.
4. Creating sample file in which insert table and feed the table content.
5. Apply various formatting on table.
6. Creating sample file like invitation and send it to 100 peoples by using mail-merge facility.
7. Creating sample file and adding Header, Footer and Page number on it.
8. Creating email id and sending, receiving mails to senders.
9. Visiting different websites and searching required information's.
10. Study of Google apps like forms, slides, and Google classrooms with example.

Practical Paper-IV: Practical based on MS-Excel & Power Point

1. Overview of the Home screen of MS-Excel.
2. Creating sample Worksheet and applying formatting tools on it.
3. Creating Mark-Sheet table, Apply mathematical functions like sum, and average on it.
4. Creating sample worksheet, feed the data on it, execute various operations like copy, cut, paste
5. on specific row, column
6. Creating sample worksheet and create different charts like pie, bar etc.
7. Creating sample worksheet file and adding Header, Footer and Page number on it.
8. Creating sample power point files and adding text, tables, bullets, and images on it.
9. Creating slides in power point and applying animation and different effects on it.
10. Adding video and audio files on power point slides.



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Nature of Theory Question Paper

Course Title: Certificate course in Office Automation

Time: 3 Hrs.

Total Marks: 80

Instructions:

1. *All questions are compulsory.*
2. *The figure to the right indicates full marks.*

Q.No.1) Multiple choice questions. (20)

1.
 - a) b) c) d)
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Q.No.2) Write Short Note (any Four) (4x4=16)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Q.No.3.) Write Answer in Details. (Any Two) (7x2=14)

- 1.
- 2.
- 3.

Q.No.4) Write Long Answer (any one). (15)

- 1.
- 2.

Q.No.5) Write Long Answer. (15)

- 1.

Internal Examinations of Total Marks: 20

Pattern / Examination nature may be as follows (Any Two of Following):
Written test/ Seminar/ PPT Presentation/ Assignments/Practicals etc.

Phil