

MOTHER TERESA WOMEN'S UNIVERSITY
KODAIKANAL – 624 101

COMMON COMPUTER PAPER FOR UG

COURSE CODE	U21CSS31 / U21CSS42	COMPUTER SKILLS FOR OFFICE MANAGEMENT	L	T	P	C
SKILL BASED ELECTIVE			2	-	-	2

Learning outcome

- Students will exhibit improved understanding of computer operations
- Students will gain skills & knowledge to browse and get updated worldwide information
- Students will gain practical exposure on spread sheet
- Students will gain practical skill on power point presentation
- Students will acquire practical knowledge on Internet

Unit-1 Definition of Operating System

Functions of OS - Types of OS: Single user, Multi-User, multi-task, RTOS, Single-user, Multi-tasking – Windows Desk top – Windows Utilities: Paint, Notepad, Networks, Control Panel.

Unit-2: Introduction to Office - Open Office – Writer

Word - Working with Documents-Open Office writer-formatting documents- Creating Tables- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula, Insertion of Objects: Equation Editor, Organizational Chart, Drawing - Inserting Clip Art Pictures - Spell Checks, Mail merge, Templates, Creating contents for books, Creating Letter/Faxes, Creating Web pages, Using Wizards, Tracking Changes, Security, Digital Signature. Printing Documents – Shortcut keys.

Unit-3: Introduction to Excel

Spread Sheet & its Applications, Opening Spreadsheet, Menus - main menu, Formula Editing, Formatting, Toolbars, Using Icons, Using help, Shortcuts, Spreadsheet types. Working with Spreadsheets- Formatting Spreadsheets-OpenOffice-Calc - Introduction – Introduction to Spreadsheets, Overview of a Worksheet, Creating Worksheet & Workbooks, Organizing files, Managing files & workbooks, Functions & Formulas, Working with Multiple sheets, Creating Charts & Printing Charts – Operating with Excel documents, which are already created and saved in Excel.

Unit-4 Introduction to Access and Power point

Access: Introduction, Designing a Database, Starting Access, Access Screen, Creating a New Database, Creating Tables, Working with Forms, Creating queries, Finding Information in Databases, Creating Reports, Types of Reports- Power point: Introduction to presentation – Opening new presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts. Creating a presentation - Setting Presentation style, Adding text to the Presentation

Unit-5 Internet and advanced Communication

Internet and Web Browsers-internet browsing, searching - Search Engines - Portals - Social Networking sites- Blogs - viewing a webpage, downloading and uploading the website; Creating an email-ID, e-mail reading, saving, printing, forwarding and deleting the mails, checking the mails, viewing and running file attachments, addressing with cc and bcc-Introduction to various devices & Applications: Other than the computers, (electronic gadgets), which are widely using by executives in the Offices – Tablet, Smart Phone – concept of mobile phone and Tablet and their uses – Various applications using by Tablets and Smart Phones such as UC browser, WhatsApp, Maps, Skype, e payments.

Reference Books:

1. Sathish Jain, M.Geetha, Karthika, “MS-Office 2010 – Training Guide”, BPB Publications, 2010.
2. Bittu Kumar, “Mastering MS-Office: Computer Skill Development: be Future Ready”, BPB Publications, 2017.

Course Outcome

Upon completion of this course, the students will be able to

K6,K2, K4	CO1	enable the students to identify the components of a computer Acquaints them with the knowledge on hardware, peripherals and software.
K2, K5	CO2	acquaints them with the knowledge on hardware, peripherals and software
K6,K5	CO3	makes them to understand High Level Language, Low Level Language, testing and directory
K3,K2,K5	CO4	enables them to understand the application of computers in our daily life
K5,K6	CO5	makes the participants to understand various services based on online and offline

