

**KADI SARVA VISHWAVIDYALAYA**  
**BCA – SEMESTER I**  
**BCA 102 Office Automation Tools**

**Rationale :** It presents an overview of the technology relating to Computer System & Application Packages.

**Learning outcomes:**

Having brief knowledge of Computer parts and Viruses. Able to know the importance of primary process of Computer with various OS.( DOS Vs Windows). Able to prepare various types of documentation using Word Processing Software. Able to develop a SpreadSheet primary process related to real life examples. Able to create programming types of process using function and having huge statistical report with charts and other process. Able to develop their Presentational Skills by Presentation software and it's process.Ability to comprehend computer utility like computer virus.

**Teaching and Evaluation Scheme:** The objective of evaluation is not only to measure the performance of students, but also to motivate them for better performance. Students are evaluated on the basis of internal examinations which consist of Term Work such as class test, quizzes, class participation, home assignments, presentation, Regular Attendance (i.e. Minimum 85% ), Internal marks which consist of 40 (20 Term Work + 20 Sessional Exams) marks and External marks which consist of 60 for University examination.

Subject Code	Subject Title	Cr.	Theory/ Practical + Tut	Theory		Practical		T.W+ Sessional Marks	Total Marks
				Hrs.	Max Marks	Hrs.	Max Marks		
BCA 102	Office Automation Tools	4	3 + 1	3	60	-	-	40	100
BCA 107	CF/Writer/Impress Practical	2	2	-	-	2	30	20	50
BCA 108	Calc Practical	2	2	-	-	2	30	20	50

**Course content:**

**PART 1: Computer Fundamentals**

**[30%]**

**Unit 1**

**[05%]**

**Basics of Computer Introduction to Computer:**

Application of Computer, Characteristics of Computer ,Block Diagram of Computer.

No of Lectures: - 02

**Unit 2**

**[15%]**

**Computer H/W and S/W:**

Introduction to H/W and S/W, Input Devices: Keyboard, Mouse, Scanner, OCR, OMR, BCR, MICR etc.Output Devices: Monitor, Printers, Plotter, etc.Storage Devices: HDD, FDD, CDROM, DVD. Types of S/W: Application Software, System Software, Utility Software, Packages.

No of Lectures: - 04

**Unit 3**

**Computer Memory:**

**[05%]**

Introduction to Computer Memory, Types and Classification of Memory: Primary & Secondary Memory, Introduction to Cache Memory, Flash Memory.

No of Lectures: - 03

**[05%]**

**Unit 4**

**Computer Virus**

Introduction about virus, how it spread & control, Types of virus.

No of Lectures: - 02

**Part 2: PC SOFTWARE**

**[70%]**

**Unit 5**

**DOS & Windows,**

**[15%]**

What is OS? – Application of OS.

Difference between DOS & Windows.

Working with DOS : Internal & External commands DIR [IT'S OPTIONS] ,COPY CON, TYPE , MD, CD , RD, DELETE , COPY , PROMPT , DATE, TIME , VOL , VER, CHKDSK, XCOPY , SCANDISK , PRN , ATTRIB , FORMAT .....etc ],

Working with Windows and its different Terminologies: Desktop, Icon, Wallpaper, Taskbar, My computer, My document, Recycle bin , Control, Find , Shutdown, Logoff.

No of Lectures: - 04

No of Practical: - 04

**Unit 6: Writer Processing, Spreadsheet Applications and Presentations**

**Open Office Writer**

**[20%]**

Introduction to Open Office Writer

Basic Operation: New, Open, Save, Save As, Page Setup, Print, Print Preview, Undo, Redo, Find, Replace, Goto, Header-footer,... etc.

Formatting Operation: Character Formatting-Font Dialog box, Paragraph Formatting, Page Formatting, Other Formatting -Bullets Numbering, Border & Shading, Change

Case, Column, and Drawing Toolbar.

Miscellaneous Operation: Comment, Hyperlink, AutoText, AutoCorrect, Macro, Spelling & Grammar, Drop Cap.

Creating Tables and Mail Merge Application.

No of Lectures: - 06

No of Practical: - 07

**Open Office Calc**

**[25%]**

Introduction to Open Office Calc

Editing, Inserting and Formatting Open Office Calc Spreadsheet -Autoformat, Conditional Formatting.

Cell Referencing and its Types: Absolute, Relative, Mix Cell Referencing.

Working with Formulas & Functions: Date & Time, Financial, Math & Trig, Statistical, Logical, Lookup and Reference, Database, Information.

Productivity with Calc by: Table, Goal Seek, Charts.

Analyzing data with Calc by: Sort, Filter, List, Split Window, Freeze Panes.

No of Lectures: - 06

No of Practical: - 05

**Open Office Impress:**

**[10%]**

Introduction to Open office Impress, Different Views in Impress.

Creating Presentation: Add slide, Slide Design, Slide Layout, Formatting, Background.

Special Features: Custom Animation, Slide Transition, Insert Sound & Videos...etc.

No of Lectures: - 03

No of Practical: - 04

Total No of Lecture: - 30 Hrs.

Total No of Lab : - 20 Hrs.

**List of Practical:**

1. Demonstration of various parts of a Computer System.
2. Working in a CUI based operating system i.e. using commands.
3. Working in a GUI based operating system i.e. Windows.
4. Performing Basic, Formatting and Miscellaneous Operations using Writer
5. Using Open office Calc, performing various calculations and analyzing data availing Formulas and Functions, Preparing Charts, Pivot table.
6. Preparing Presentation using various features of Open office Impress and will be able to develop a mini project.

**Instructional Strategies:**

1. Building Background
2. Direct Instruction
3. Review and check of Prior knowledge
4. Integrate topics and concepts
5. Guided Practice
6. Independent Practice
7. Demonstration using technology tools
8. Provide examples to transfer learning
9. Problem Solving

**Text Book:**

Working with Personal Computer Software by R P Soni[Book India Publication]

**Reference Books:**

Foundations of Computing by P.K. Sinha [BPB]  
Computer Science by E Balaguruswamy [TMH]  
Fundamentals of Computers by V. Rajaraman [PHI]  
Comdex Computer Course Kit by Vikas Gupta [Dream Tech]

**Teaching and Examination Scheme:**

UNIT	Examination Scheme %weightage	Teaching Scheme	
		Theory	No. of Practical
Unit 1	5	02	0
Unit 2	15	04	0
Unit 3	05	03	0
Unit 4	05	02	0
Unit 5	15	04	4
Unit 6	55	15	16
TOTAL	100%	30	20