SEMESTER-1

St. Xavier's College (Autonomous), Ahmedabad

Syllabus of Semester – I of the following departments under Faculty of Computer Sciencebased on Under Graduate Curriculum Framework to be implemented from the Academic Year 2025-26.

DEPARTMENT OF COMPUTER SCIENCE

BCA. (Hons.)
Category – IV

Skill Enhancement Course: Computer Basics & Office Automation

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CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course Title & Code	Credit Distribution of The Course			Eligibility Criteria	Prerequisite(s) of the Course (if any)
	Lecture	Tutorial	Practical		
Computer Basics and Office Automation (BCASE111C)	0	0	2	10 + 2 from a recognized board in any stream.	None

Learning Objectives

This Skill Enhancement Course is specially designed to enhance basic computer skills. The objective of this course is to expert the students with Documentation skills, presentation skill, Data entry and analysis of data.

Learning Outcomes

- Recognize when to use each of the Microsoft Office tools (MS Word, MS PowerPointand MS Excel)
  - o To create professional and academic documents.
  - o To create personal, academic and business documents following currentprofessional and/or industry standards.
- Apply skills and concepts for basic use of computer Word, Excel, Power point.
- Students will be able to communicate effectively.

Syllabus of BCA-1650 Computer Basics and Office Automation

Unit 1: Computer Basics   **15 lectures**

- Evolution of Computers – Generations of Computers – Classification of Computers – Computing Concepts – The Computer System – Introduction to Application System – MS DOS (DIR, DIR/P, CD, MD, DATE, TIME, CLS & EXIT)
- Introduction to Computer Codes – Types of Number Systems – 4-BIT BCD System – 8-BIT BCD System – Conversion of Numbers (includes fixed and fractional number)

Unit 2: Office Automation   **30 lectures**
- Starting MS-Word - Screen and its Components - The Office Button - The Ribbon and the tabs (Home, Insert, Page Layout, Reference, Review, View)
- Basics of PowerPoint - Starting MS-PowerPoint - Screen and its Components - The Office Button - The Ribbon and the tabs (Home, Insert, Design, Animation, Slid Show, View)
- Starting MS-PowerPoint – Basics of Spreadsheet (Numbers, Formulas, Text) - Screen and its Components - The Office Button - The Ribbon and the tabs (Home, Insert, Page Layout,Formula, Data, Reference, Review, View)

Suggestive Readings:

1. Computer Fundamentals – Anita Goel – Publisher: PEARSON
2. Office 2013 in Simple StepBible – Lisa A. Bucki, John akenbanch, Fathe wempen, Michael Alexander and Dick kuseika - Publisher: Wiley