GOVERNMENT OF TAMILNADU
DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI
STATE PROJECT COORDINATION UNIT
(Established under Canada India Institutional Cooperation Project)

CURRICULUM

Course Name	**Office Automation and Soft skills**
Course Code	**CSE/2020/001**
Course Duration	80 Hours
Minimum Eligibility Criteria and Pre-requisites(if any)	ITI/10th/+2/Diploma/Graduates NIL
Course Objectives	This course facilitates the necessary knowledge and skills regarding creating, working and maintaining the documents and presentation of documents, creating database.
Course Outcomes	The candidates will learn the Computer fundamentals, will be able to handle documents, spreadsheets, prepare PowerPoint and create database.
Expected Job Roles	Data Entry operator

TEACHING AND SCHEME OF EXAMINATION						
Course Code	Course Name	Hours		Assessment Marks		Duration of Examination
				Min	Max	
CSE/2020/001	**Office Automation and Soft skills**	Theory	30	10	20	3 Hours
		Practical	50	40	80	
		Total	80	50	100	

CSE/2020/001 - OFFICE AUTOMATION AND SOFT SKILLS

DETAILED SYLLABUS

UNIT NO	MODULES	NO.OF.HOURS THEORY
I	COMPUTER FUNDAMENTALS	
	Introduction to computer –Classification of computers, Working principles – Input unit and Output unit-Memory unit-Central Processing Unit (CPU)-Power supply-Assembled personal computer hardware.	02
II	WORDPROCESSING	
	Word processing- Screen layout – Menus- The ribbonQuick Access Toolbar –Creating a new document– Editing a Document, find & replace, print layouts, alignment of lines and paragraph, bullets and file formats – Creating tables, formatting tables- Inserting and formatting pictures, shapes and clipart- Printing a document.	06
III	SPREADSHEET-	
	Spread Sheet & its Applications, Opening Spreadsheet, Menus – main menu, Formula,Editing, Formatting, Toolbars, Using Icons, Using help, Shortcuts, Spreadsheet types. Working with Spreadsheets- opening, Saving files, setting Margins, Spread sheet addressing – Rows, Columns & Cells,.Entering & Deleting Data-Setting Formula,Formatting Spreadsheets,Working with sheets CreatingCharts –Drawing. Printing.	07
IV	PRESENTATION	
	Creating a presentation –Formatting a Presentation,Adding Effects to the Presentation,Printing Handouts.	06
V	DATABASE MANAGEMENT SYSTEM	
	File Menu Tab- Database Terms- Creating a New Database- Creating a Table- Manage Tables – Keys- Querying database- Calculated Fields- Designing forms- Generating Reports- Print a Report	07
VI	SOFT SKILLS	
	Soft skills –Communication Skills-Presentation Skills-Customer Service- Interview / Entrepreneur Skill.	02
	Total Theory Hours	**30**
	Total Practical Hours	**50**
	Total Hours	**80**

PRACTICAL EXERCISES (50 Hours)

1. a. Installing screen saver and change the monitor resolution by 1280X960
    b. Setting wall papers
    c. Creating, moving, deleting and renaming a folder
    d. Copy, paste and cut a folder/file
    e. Displaying the properties for a file or folder

2. a. Restoring files and folders from Recycle bin
    b. Creating short cuts for folder/file
    c. Finding a file or folder by name
    d. Selecting and moving two or more files/folders using mouse
    e. Sorting folders/files.

3. To create a table using table menu
    a.To create a monthly calendar using cell editing operations like inserting, joining, deleting, merging cells
    b.To create a simple statement

4. Create a standard covering letter and use mail merge to generate the customized letters for applying to a job in various organizations. Also, create a database and generate labels for the applying organizations.

5. Create a news letter of three pages with two columns text. The first page contains some formatting bullets and numbers. Set the document background colour and add 'confidential' as the watermark. Give the document a title which should be displayed in the header. The header/ footer of the first page should be different from other two pages. Also, add author name and date/ time in the header. The footer should have the page number.

6. Create a result sheet containing Candidate's Register No., Name, Marks for six subjects. Calculate the total and result. The result must be calculated as below and failed candidates should be turned to red.
      Result is Distinction if Total >= 70 %
      First Class if Total > = 60 % and < 70 %
      Second Class if Total >= 50 % and < 60 %
      Pass if Total >= 35 % and < 50 %
      Fail otherwise
   Create a separate table based on class by using auto filter feature.

7. Create a table of records with columns as Name and Donation Amount. Donation amount should be formatted with two decimal places. There should be at least twenty records in the table. Create a conditional format to highlight the highest donation with blue color and lowest donation with red colour. The table should have a heading.

8.   Create line and bar chart to highlight the sales of the company for three different
     periods for the following data.

9.   Make a marketing presentation of any consumer product with at least 10 slides.
     Use different customized animation effects on pictures and clip art on any four of the ten
     slides.

10. Create a Presentation about our institution or any subject with different slide
    transition with sound effect.

11.Create Database to maintain at least 10 addresses of your class mates with the
    following constraints : 1. Roll no. should be the primary key. 2. Name should be not null

12.(a) create a students table with the following fields: Sr.No, Reg. No, Name, Marks in
    5 subjects. Calculate total and percentage of 10 students. Perform the following
    queries.
                i) To find the details of distinction student
                ii) To find the details of first class students
                iii) To find the details of second class students
     (b) Generating the Report from the above Database

13. Create an e-mail id and perform the following
                i) Write an e-mail inviting your friends to your Birthday Party.
                ii) Make your own signature and add it to the e-mail message.
                iii)Add a word attachment of the venue route
                end the e-mail to at least 5 of your friends.

14. Create a presentation on Google docs. Ask your friend to review it and comment on it. Use "Discussion"
    option for your discussions on the presentation.

15. Create a slide that uses sound effect that is integrally tied to the information on the page.

HARDWARE REQUIREMENT

S.NO	LIST OF TOOLS /EQUIPMENTS
1	Desktop /Laptop computers with internet connection
2	Printer

SOFTWARE REQUIREMENT

S.NO	LIST OF SOFTWARE
1	Ms Office, Open office suite

REFERENCE BOOKS

S.NO	NAME OF THE BOOK	AUTHOR	PUBLISHER
1.	Fundamentals of computers	Rajaraman	Prentice- Hall of india
2.	Miccrosoft Office 2007 Bible	John Walkenbach, Herb Tyson, Faithe Wempehael R.groh, Peter G.Aitken, and Lisa a.Bucki	Wiley India pvt.ltd.

ASSESSMENT AND CERTIFICATION

S.No	Criteria for assessment
1.	A trainee will be assessed based on the performance in End Examination for Theory and Practical conducted internally in the Project Polytechnic College for a duration of 3 hours
2.	A trainee must have 75% of attendance to appear for End examination in Theory and Practical.
3.	The assessment for theory part will be based on the marks scored in the end examination on the knowledge bank of questions (1 word/objective type questions)
4.	The assessment for practical part will be based on the marks scored in the end examination conducted by the Project Polytechnic and assessed by the Examiners approved by Strategic Plan Implementation Committee (SPIC) of the project polytechnic.
5.	The criteria for successful completion of training is every trainee should score 50% of marks in theory and practical examination.
6.	On successful completion of training , Certificate will be issued to the participants by the Directorate of Technical Education through the Project Polytechnic.

END EXAMINATION

ALLOCATION OF MARKS

S.No	Description	Max.Marks
1.	Theory Examination	20
2.	Practical Examination	
	a)Procedure	10
	b)Execution	30
	c)Output	20
	d)Record	20
	Total Marks	**100**

THEORY MODEL QUESTION PAPER

CSE/2020/001 - OFFICE AUTOMATION AND SOFT SKILLS

(Maximum Marks : 20)

(N.B: Answer any **twenty** questions)   **20 x 1 = 20 Marks**

1.   List the characteristics of computer?

2.   Write the classification of computer?

3.   What does CPU stands for?

4.   Mention the function of input unit?

5.   What is the main purpose of power supply in a pc?

6.   Give examples for Output device.

7.   What is RAM?

8.   Define a cursor.

9.   What is word processing?

10. What is meant by recycle bin?

11. What is the use of tool bar?

12. How will you create a new document in word processing?

13. List the difference between 'save' and 'save as' command in word processor?

14. How datas are sorted in excel?

15. Mention any 2 functions in excel?

16. What are the different types of charts in spread sheet?

17. How will you create a PowerPoint presentation?

18. What command is used to insert a new slide?

19. 'Zoom' option can be accessed from -------- menu in power point.

20. How will you insert 'sound' in slides?

21. Define table in MS Access.

22. What is the use of primary key in database?

23. Give the maximum size of Text field in MS Access.

24. Expand : SQL

25. List the most important skills an Entrepreneur should have.