



BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI - 24.

CERTIFICATE COURSE ON OFFICE AUTOMATION

(Applicable to the candidates admitted from the academic year 2021-2022 and the calendar year 2022 onwards)

1. ELIGIBILITY

(i) For Ad mission

Any Undergraduate and Post Graduate Students of the college can join this programme.

(ii) For the Certificate Programme

The Candidates shall have subsequently undergone the prescribed course of study for a period of one semester.

2. DURATION

The course is for duration of six months. The academic year consists of the period from June/July to December/January and the calendar year consists of the period from January/February to June/July. The course shall be not less than 6 months (150 hrs in six months, 6 hrs. per week).

3. SCHEME OF EXAMINATIONS

Paper	Title of the paper	Inst. Hours/ Week	Credits	Examination Hour	Marks		Total
					IA	UE	
CPP1	Paper 1: Ms – Word-Lab and Power Point Lab	4	3	3	40	60	100
CPP2	Paper 2: MS– Excel-Lab	4	3	3	40	60	100
CPP3	Paper 3: Accounts with Inventory Tally-Lab	4	3	3	40	60	100
	TOTAL	12	9				300

THEORY (25 + 75)

Internal Assessment - 25 Marks

Assignment - 10 Marks

Test - 10 Marks

Attendance - 05 Marks

PRACTICAL (40 + 60)

Internal Assessment

Skills, Communication

Assignment

Attendance

- 40 Marks

& Viva- 25 marks

- 10 Marks

- 05 Marks

4. CONDONATION

Students must have earned 75% of attendance in each courses for appearing for the examination, Students who have earned 74% to 70% of attendance to be applied for condonation in the prescribed form with th prescribed fee of Rs. 400/- (Rupees four hundred). Students who have earned 69% to 60% of attendance to be applied for condonation in the prescribed form with the prescribed fee of Rs. 400/- (Rupees four hundred) along with the Medical Certificate.

Students who have attended below 60% are not eligible to appear for the examination and they shall re-do the semester(s) after completion of the course, with the prior permission of the REGISTRAR of the University.

5. EXAMINATIONS

There shall be Examinations at the end of the academic year in the month of March/April. A candidate who does not pass the Examination in any subjects(s) shall be permitted to appear in such failed subject(s) in the subsequent examinations to be held in April/May.

The result will be published through the Centres in which they took the examinations.

6. PASSING MINIMUM

A candidate shall be declared to have passed in each course if he/she secures not less than 40% marks in the University Examinations and 40% marks in the Internal Assessment and not less than 50% in the aggregate, taking Continuous Assessment and University Examinations marks together.

7. CLASSIFICATION OF SUCCESSFUL CANDIDATES

Those who secure 60% or above the maximum marks shall be declared to have passed in I Class; those who secure with 50% or above but below 60% shall be declared to have passed in II Class. All other successful candidates shall be declared to have passed the examination in the III class.

8. AWARD OF CERTIFICATE

A candidate shall be eligible for the award of the Certificate if he/she has passed all the examinations prescribed thereof.

9. REVISION OF REGULATIONS AND CURRICULUM

The University may from time to time revise, amend and change the regulations and the curriculum if found necessary.



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Syllabus

PAPER 1: MS – WORD – AND POWER POINT LAB

OBJECTIVES:

- To indicate the names and functions of the Word interface components.
- To create, edit, save, and print documents to include documents with lists and tables.
- To Format text and to use styles, add a header and footer to a document

Unit – I

Introduction to computers – Hardware – Software, Ms–Paint, Notepad, Word Pad, Working with menus – Short cut keys

Unit -II

Introduction to Ms-word, creating, Editing and formatting Documents- Working with Drawing objects – Text Manipulation – Word act, Clipart – Inserting symbols, Diagram – Applying effects to Auto shapes – Bullets & Numbering.

Unit -III

Creating columns – Plotting ,editing and filling drawing objects – Bookmark – Header & Footer – Applying backgrounds symbol Borders , Shading – Auto format – Working with tables – Sorting – Applying formula –Checking Spelling and Grammar – Creating labels – Envelops – Mail merge – Letter wizard - Ms –Power point.

Unit – IV

Introduction – Creating – Editing and formatting presentation – Applying slide layout. Applying transition and Animation effects- applying design templates.

Unit - V

Viewing and setting up a slide show – rehearse timings – Custom show Navigation among different views – Master layout –Action button – Auto content wizard.

REFERENCES

1. David Rivers, Word 2003, 2004, Essential Training (MOV), Lynda .com, IncPublications.
2. Jill Murphy, 2003, Micro soft office word – Comprehensive Course, LabyrinthPublications.
3. McGraw – Hill /Irwin – Deborah Hinkle, 2003 Microsoft Office Word2003:A Professional Approach, Comprehensive Student Edition Specialist Student Edition.
4. Sanjay Saxena, A First Course in Computers (Based on Windows 8 And MS Office2013) Vikas Publishing2015.

COURSE OUTCOMES:

1. Identify work with the basic features of Word.
2. Describe the work effectively with features that affect the page layout of your document.
3. Understand create and modify tabs and tables.
4. Know about the insert and work with clip art and pictures.
5. Acquire the use Mail Merge Wizard to perform mail merges.

E-RESOURCES:

1. https://play.google.com/store/apps/details?id=com.microsoft.office.word&hl=en_IN&gl=US
2. <https://office.live.com/start/word.aspx>
3. <https://www.computerhope.com/jargon/m/microsoft-word.htm>
4. <https://byjus.com/govt-exams/microsoft-word/>
5. <https://www.washington.edu/accessibility/documents/word/>

PAPERII: MS – EXCEL – LAB

OBJECTIVES:

- To indicate the names and functions of the Excel interface components.
- To construct formulas, including the use of built-in functions, and relative and absolute references.
- To create and modify charts, Preview and print worksheets.

UNIT I

Introduction to Excel Features – Data Entry – plotting graphs- Workbook features- fill series.

UNIT II

Formatting cells, Columns, Rows, Sheet- Find – Replace – Go To.

UNIT III

Functions–Applying formula to applications & Data sorting – Auto format.

UNIT IV

Data validation – Conditional Formatting – Data consolidation –sub totals.

UNIT V

Filters – Auto Filter –Pivot Table& Chart – Checking & Correcting Formula- Protecting workbook.

REFERENCE BOOKS:

1. David Rivers, Word 2003, 2004, Essential Training (MOV), Lynda .com, Inc Publications.
2. Jill Murphy, 2003, Micro soft office word – Comprehensive Course, Labyrinth Publications.
3. Sanjay Saxena, A First Course in Computers (Based on Windows 8 And MS Office2013) Vikas Publishing2015.

COURSE OUTCOMES:

1. Know about the Examine spreadsheet concepts and explore the Microsoft Office Excel Environment.
2. Identify work with the basic features of MS – Excel
3. Describe the work access and manipulate data using the database functions of Excel.
4. Understand create and modify tabs and tables in MS - Excel
5. Acquire the use functions and formulas in MS - Excel

E-RESOURCES:

1. https://play.google.com/store/apps/details?id=com.microsoft.office.officehubrow&hl=en_IN&gl=US
2. <https://office.live.com/start/excel.aspx>
3. <https://courses.lumenlearning.com/wmopen-compapp/chapter/using-word-with-excel-and-powerpoint/>
4. <https://www.microsoft.com/en-in/microsoft-365/free-office-online-for-the-web>
5. <https://www.microsoft.com/en-in/microsoft-365/excel>

PAPER–III: ACCOUNTS WITH INVENTORY TALLY - LAB

OBJECTIVES:

- To develop computer skills of recording financial transactions, preparation of annual accounts and reports using Tally Taxation Tally.
- To provide an in-depth knowledge on the concepts and practice of managements accounting and generate required reports for managerial decision making.
- To impart knowledge regarding concepts of Financial Accounting Tally is an accounting package.

UNIT I

Fundamentals of Accounts, Accounts concepts, need: importance of accounts, Book keeping, Computerized accounting, Single Entry System, Double Entry Accounting system, computerized Accounting and Manual accounting, Tally features F11, F12.

UNIT II

Tally – version- Accounting packages advantages, importance of tally maintenance of accounts, company creation, (company info) company Alteration and deletion, Select company Group of company, security control, password, change tally value password, Backup and Restore, multi liguall languages. Masters – (Accounting Master), Group – nature of group, sub group, Main group, Ledger group, voucher types.

UNIT III

Accounting Vouchers – Contra, Payment, Receipt, Journal, Sales, Purchase, Debit Note, Credit note, Invoice formatting, Including VAT Taxes, Accounting Reports- Bill wise, Batch Wise details.

UNIT IV

Inventory - Master –stock category, Group Godowns , Stock items , units- Simple – Compound, Bill of material, Standard rate summary, stock valuation Methods.

UNIT V

Order processing, Purchase order, Sales order, Receipt note, Delivery note, Rejection in, Rejection out, Manufacturing journal.

REFERENCES:

1. Bhuvanewari K 2005, tally 6.3 Kannaadasan Pathipagam ,Chennai
2. Palanivel .S 2007, Tally Accounting Software, Margham Publication.Chennai-17
3. Reddy & Murthy, Accounting Principles, Margham Publication.Chennai-17
4. Tally graduate, 2006, Tally Solutions Private Limited, Chennai.
(www. TallySolutions.com)

COURSE OUTCOMES:

1. Develop computer skills of recording financial transactions, preparation of annual accounts and reports using Tally.
2. Know the knowledge of Creation of company and maintenance of vouchers.
3. Acquire the formatting vouchers and accounting reports.
4. It helps to understand the inventory management.
5. Understand the process of order processing.

E-RESOURCES:

1. https://help.tallysolutions.com/docs/te9rel64/Reports/Display_Financial_Statements/Integrate_Accounts_with_Inventory.htm#:~:text=If%20the%20option%20Integrate%20accounts,Stock%20Register%20from%20Balance%20Sheet%20.
2. https://help.tallysolutions.com/article/Tally.ERP9/Maintaining_Company_Data/F12_Config/Accounts_Inventory_info.htm
3. <http://tallyerp9book.com/Pages/Web-Page/Home-TallyERP9Book/Features-Config/Inventory-Features-F2-TallyERP9.html>
4. <https://www.javatpoint.com/inventory-features-in-tally-erp-9>
5. <http://www.tallyknowledge.com/2018/03/how-to-maintain-accounts-with-or.html>