



# OFFICE AUTOMATION

VALUE ADDED COURSE

DEPARTMENT OF VOCATION  
B.VOC TRAVEL & TOURISM  
CMS COLLEGE KOTTAYAM (AUTONOMOUS)

# OFFICE AUTOMATION

Course		Details				
Code						
Title		OFFICE AUTOMATION				
Degree		B.Voc Travel, Tourism and Logistics Management				
Branch(s)		Computer Science				
Year/Semester		First semester				
Type		Add-on				
Credits		2	Hrs/Week	Hours 6	Total Hours	36
CO No.	<i>Expected Course Outcomes</i> <i>Upon completion of this course, the students will be able to:</i>				Cognitive Level	PSO No.
1	Implement system installation, keeping system in running condition and troubleshooting if any problem arises.				Ap	1,2,3,4
2	Understand and create files in MS Office with different formatting features				C	1,2,3,4
<b>Cognitive Level: R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-Create</b>						

Module	Course Description	Hrs	CO.No.
<b>1.0</b>	<b>Introduction</b>	<b>12</b>	
1.1	Computer characteristics	2	1
1.2	Evolution of Computers	2	1
1.3	Generations of computers	1	1
1.4	Classification of computers	1	1
1.6	The computer system	2	2
1.7	Applications of computers	1	1
1.8	Computer organization: Central processing unit	2	2
1.9	Applications of computers	1	1
<b>2.0</b>	<b>Technical Support Fundamentals</b>	<b>12</b>	
2.1	Computer hardware-CPU RAM Motherboard Peripherals	1	1
2.2	Operating System –Components, Chrome OS	1	1
2.3	Process Management, Memory Management, IO Management	1	1
2.4	Logs, Boot Process	1	1

2.5	Installing Windows, Linux, Mac OS X	2	1
2.6	Networking basics, Networking hardware	2	1
2.7	IoT, Privacy and Security	2	1
2.8	Installing, Updating and Removing Software on Windows	1	1
2.9	Installing, Updating and Removing Software on Linux	1	1
<b>3.0</b>	<b>MS Office Fundamentals</b>	<b>12</b>	
3.1	MS Word- Basic menus, tools, Document creation	2	2
3.2	MS Excel- Basic menus, tools, functions, formatting	1	2
3.3	MS Access- Basic menus, tools	1	2
3.4	MS Power point- Basic formatting of slides, creating animations	2	2
3.5	MS Outlook	3	2
3.6	Basic functions of Windows and Internet Explorer	3	2

### Text Books for Reference

1. Microsoft Office 2016 Step by Step: MS Office 2016- John Lambert, Curtis Frye
2. Lotia and Nair- Modern all about motherboard.

3. Operating System Principles, Seventh Edition, Abraham Silberschatz, Peter Galvin and Greg Gagne, John Wiley

**Semester 1**  
**B.VoC TTLM**

Roll No	Name	Date/Hrs											
		27/10/20	28/10/20	29/10/20	30/10/20	31/10/20	1/11/20	2/11/20	3/11/20	4/11/20	5/11/20	6/11/20	7/11/20
1	B. Akash Krishna	X	X	X	X	X	a	x	x	x			
2	Abhijith Sibi	X	X	X	a	x	x	x	x	y			
3	Abhiram J	X	a	a	a	X	x	a	x	x			
4	Adarsh Biju	a	a	a	a	a	a	a	a	a			
5	Akash Joy	a	a	a	a	a	a	a	a	a			
6	Ameer Ali V P	x	x	x	a	x	x	x	x	a			
7	Anand S	x	x	x	x	x	x	x	x	x			
8	Anandu S Lal	x	x	x	x	x	x	x	x	y			
9	Antony John	x	x	x	x	x	x	x	x	x			
10	Antony John	x	x	a	x	x	a	a	x	x			
11	Arjun Soman	x	x	x	x	x	x	x	x	x			
12	Ashhar Rasheed	x	x	x	a	x	x	x	x	y			
13	Ashin Samuel David	x	x	a	a	a	a	x	a	x			
14	Ashok C Jayamon	x	x	x	x	x	x	x	x	x			
15	Cristee Elza Binnet	x	x	x	x	x	x	x	x	x			
16	Devadathan Ajith Kumar Nair	x	x	x	x	x	x	x	x	y			
17	Diya Teresa	x	x	x	x	x	x	x	x	y			
18	Gireesh A V	x	x	x	x	x	a	x	x	x			
19	Gokul P Baiju	x	x	x	a	x	a	a	x	y			



Head of the Department  
B.Voc  
CMS College, Kottayam (Autonomous)





# **CMS College Kottayam (Autonomous)**

## **Department Of Vocation**

### **B Voc Information Technology**

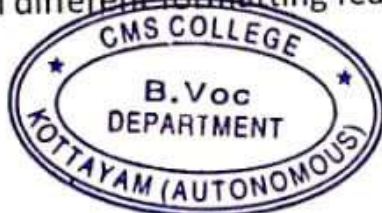
#### **Report – Value Added Course**


**Title :OFFICE AUTOMATION**

**Course Code :TT18A1001**

**Semester :First semester**

This course mainly consists of three modules. Module 1 is just about the 'introduction of computers'. The topics that were taught in this module are :- Computer characteristics, Evolution of Computers, Generations of computers, Classification of computers, The computer system, Applications of computers, Computer organization: Central processing unit, Applications of computers. Module 2 is concerned with 'Technical Support Fundamentals'. The topics that were taught in this module are :- Computer hardware-CPU RAM Motherboard Peripherals, Operating System –Components, Chrome OS , Process Management, Memory Management, IO Management, Logs, Boot Process, Installing Windows, Linux, Mac OS X , Networking basics, Networking hardware, IoT, Privacy and Security, Installing, Updating and Removing Software on Windows, Installing, Updating and Removing Software on Linux. Module 3 is concerned with 'MS Office Fundamentals'. The topics that were taught in this module are MS Word- Basic menus, tools, Document creation, MS Excel- Basic menus, tools, functions, formatting, MS Access- Basic menus, tools, MS Power point- Basic formatting of slides, creating animations, MS Outlook, Basic functions of Windows and Internet Explorer. All these topics was covered based on the syllabus and the students were asked to submit a report based on this. Upon completion of this course, the students will be able to implement system installation, keeping system in running condition and troubleshooting if any problem arises and also understand and create files in MS Office with different formatting features.



  
**Head of the Department**  
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