KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

VALUE ADDED COURSE – SYLLABUS

20VCCOW – OFFICE AUTOMATION AND WEB DESIGNING

**Course Objective:** To impart the knowledge of office automation systems and for web page designing.

UNIT I	Introduction	8 Hours
Basics of a Computer System : Introduction – Characteristics – Block Diagram and Working Principle of a Computer : Input Units – CPU – Output Units – Memory Unit – Classifications of Computers – Types of Digital computers – Data Processing Concepts : Data Vs Information – IPO Cycle – Operating Systems : Definition – Functions - Types - Windows – Linux – Mobile Os - Computer Networks : Introduction – Types – Mobile Networks.		
UNIT II	**MS Word and MS Excel**	8 Hours
MS Office Packages : Introduction – MS Word : Creating, Saving, and Opening Documents in Word – Toolbars – Menus – Formatting and Printing a Document – Converting word to various formats -- MS Excel : Worksheet Basics – Menus – Working with formulae and functions –Working with Sheets : Sorting, Filtering, Validation, Consolidation, and Subtotal - Creating Graphs and Charts – Drawing.		
UNIT III	**MS Powerpoint and MS Access**	8 Hours
MS Powerpoint : Creating a Presentation – Menus - Templates – Setting Backgrounds – Layouts Formatting the Slides – Adding Graphics : Inserting Images, Movies, Tables, etc., - Adding Effects : Setting Animations and Transition Effects – Slideshow – MS Access : Creating a New Database - Creating Tables - Working with Forms - Creating queries - Finding Information in Databases - Creating Reports - Types of Reports - Importing data from other databases.		
UNIT IV	**Introduction to Web Technologies**	8 Hours
Introduction to Web Technologies: Basics - Types – HTML : Basic Structure of an HTML Document – Creating, Saving, Opening an HTML Document – Modifying the background – Working with Text – Working with List – Working with Tables – Working with Images and Multimedia – Working with Links - Working with Frames.		
UNIT V	**HTML Forms**	8 Hours
Forms: Creating an HTML Form – Adding Controls – Grouping Controls – Cascading Style Sheets : Working with Styles – Bootstrap : Introduction – Basics – Features – Javascript : Getting started with JS – Creating a script - Creating an interactive webpage – Website Creation : Working of a Website - Creating your own Website – Hosting the Website.		
	Total Hours	40 Hours

Reference Books

1. A Textbook on information technology –R.Saravana Kumar, R.Parameswaran, T.Jayalakshmi -- S.Chand & Company Ltd.
2. Fundamentals of MS Office – Kapil Joshi, Manoj Diwakar, Sumita Lamba – Lambert Academic Publishing.
3. HTML 4.0 in Simple Steps - Kogent Solutions Inc.,Dream tech Press, 2008.

Course Outcome: On Completion of this course the students will be able to
* Understand the basic concepts of Operating system and Computer networks.
* Create MS WORD Documents and MS EXCEL Worksheets.
* Apply Graphics and Effects
* Working with HTML
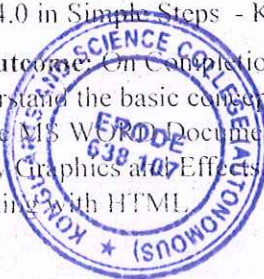
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