Keral Verma Faculty of Sciences

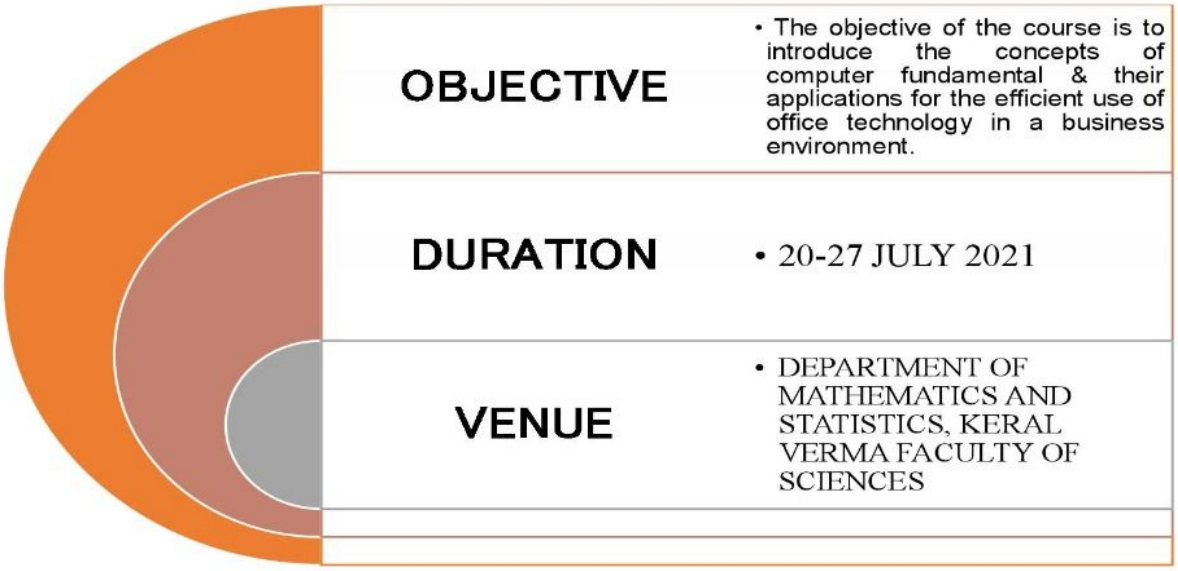
Department of Mathematics and Statistics

VALUE ADDED COURSE

BASIC OFFICE AUTOMATION

VAC-Math-108

2020-2021



Course convener
Dr. Jitendra Kumar
Assistant Professor
Dept. of Mathematics and Statistics
+91-8410340202
Jitte.dm@gmail.com

Coordinator
Dr. Kapil Kumar
Assistant Professor
Dept. of Mathematics and Statistics
+91-9760438440
01kapilmathsamu@gmail.com

SYLLABUS

Name of Value Added Course: **Basic Office Automation**
Course Code: **VAC-Math-10**
Time: **30hrs**

Objectives: The objective of the course is to introduce the concepts of computer fundamental & their applications for the efficient use of office technology in a business environment

Introduction to Computers
Introduction, Characteristics of Computers, Block diagram of computer. Types of computers and features, Mini Computers, Micro Computers, Mainframe Computers, Super Computers. Types of Programming Languages (Machine Languages, Assembly Languages, High Level Languages). Data Organization, Drives, Files, Directories. Types of Memory (Primary And Secondary) RAM, ROM, PROM, EPROM. Secondary Storage Devices (FD, CD, HD, Pen drive) I/O Devices (Scanners, Plotters, LCD, Plasma Display) Number Systems Introduction to Binary, Octal, Hexadecimal system Conversion, Simple Addition, Subtraction, Multiplication

Algorithm and Flowcharts
Algorithm: Definition, Characteristics, Advantages and disadvantages, Examples Flowchart: Definition, Define symbols of flowchart, Advantages and disadvantages, Examples

Operating System and Services in O.S.
Dos – History, Files and Directories, Internal and External Commands, Batch Files, Types of O.S.

Windows Operating Environment
Features of MS – Windows, Control Panel, Taskbar, Desktop, Windows Application, Icons, Windows Accessories, Notepad, Paintbrush.

Editors and Word Processors
Basic Concepts, Examples: MS-Word, Introduction to desktop publishing.
Spreadsheets and Database packages
Purpose, usage, command, MS-Excel, Creation of files in MS-Access, Switching between application, MS-PowerPoint.

Outcome:
1: Understanding the concept of input and output devices of Computers and how it works and recognize the basic terminology used in computer programming
2: Analyze and understand in-depth training in use of office automation packages, internet etc.
3: Enhance the ability of essential for common man for day to day office management, and e-governance.
4: To understand what computer is? To understand the Basics of Operating systems
5 To evaluate how to use software packages in day to day activities

Reference books:
1. Fundamentals Of Computers " by REEMA THAREJA from OXFORD UNIVERSITY PRESS
2. Microsoft Office 2007 Fundamentals, 1st Edition By Laura Story, Dawna Walls (UNIT I, UNIT II, UNIT III, UNIT IV)
3."Computer Fundamentals and Programming in C" by REEMA THAREJA from OXFORD UNIVERSITY PRESS
4.PC SOFTWARE UNDER WINDOWS by Puneet Kumar And Sushil Bhardwaj From Kalyani Publishers

(Dr. Aftab Alam)

Registrar
Swami Vivekanand
Subharti University
MEERUT

Department of Mathematics and Statistics
Keral Verma Subharti College of Science
Website: www.subharti.org, e-mail: science@subharti.org/subharti.science@gmail.com,
Ph.: 0121-2439043 / 52 (Extn: 2728,), Telefax: 0121-2439067,
A constituent college of
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(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

Ref: KVSCOS/Math/2021/VAC/ 08

Session: 2020 -21

Report on Value Added Course

A one week value added course on BASIC OFFICE AUTOMATION was conducted in the department for UG students. The course starts on 20-07-2021 and 33 students registered themselves in the course. The sessions were handled by course co-coordinators Dr. Jitendra Kumar & Dr. Kapil Kumar, for improving the computer skills of the students. The course was completed on 27-07-2021 and all the 33 students registered successfully completed the course. Students felt that the course was very much helpful and they got the basic knowledge on basic office automation.

Dr Aftab Alam
HOD
Department of Mathematics

Registrar
Swami Vivekanand
Subharti University
MEERUT

Department of Mathematics and Statistics
Keral Verma Subharti College of Science
Website: www.subharti.org, e-mail: science@subharti.org/subharti.science@gmail.com,
Ph.: 0121-2439043 / 52 (Extn: 2728,), Telefax: 0121-2439067,
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Ref: KVFOS/Math/2021/VAC/07

Online Mode

Name of Value Added Course: BASIC OFFICE AUTOMATION
Course Code: **VAC Math 108**
Faculty: **Dr Jitendra Kumar and Dr Kapil Kumar**
Time: **16hrs**
Duration: **20-07-2021 to 27-07-2021 (2 Hrs per Day)**

S. No.	Enrollment no.	Name of Student	Father's Name	Remark
1.	1806000020719	AARTI	RAJESH KUMAR	
2.	1806000020721	NARESH P. SINGH	LOKESH TOMER	
3.	1806000020723	NAMAN SHARMA	RAVI BHUSHAN SHARMA	
4.	1806000020724	AVNEESH TOMAR	SUDARSHAN TOMER	
5.	1806000020725	ASHISH TOMAR	SUDARSHAN TOMER	
6.	1806000020726	CHARU KUMARI	OMBEER SINGH	
7.	1806000020727	ZEESHAN AHMAD	JALALUDDIN SHAH	
8.	1806000020728	YOGANT KR MODI	RAVINDER SINGH	
9.	1806000020729	AKSHAY YADAV	GAJENDRA SINGH	
10.	1806000020731	SURAJ GIRI	SHIV SHANKAR GIRI	
11.	1806000020732	SONALI CHAUDHARY	AJEET SINGH	
12.	1806000020733	SHIKHA TOMAR	YASH KUMAR TOMAR	
13.	1806000021920	ADITI	DHARMENDRA KUMAR	
14.	1806000021921	PRACHI NEHRA	AMARDEEP NEHRA	
15.	1806000021922	TANU	VINOD RAWAT	
16.	1806000021923	MANSI CHAUDHARY	PRAMOD KUMAR	
17.	1806000021924	RASHI VISHNOI	MANOJ KUMAR VISHNOI	
18.	1806000021925	SHUBHAM T. CLANCY	TERANS CLANCY	
19.	1806000021931	VIKAS RAI	GANDHI PRASAD RAI	
20.	1806000021122	IFFRA KHAN	MANSOOR KHAN	
21.	1806000021123	ASHUTOSH VASHIST	DEEPAK SHARMA	
22.	1806000021125	PRERNA SHISHODIA	SUKHVIR SINGH	
23.	1806000021129	AKSHIT AGGARWAL	LAIT SATISH KUMAR	

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24.	1806000021132	HRITIK SAXENA	AKHILESH SAXENA	
25.	1806000021133	PRIYANSHU SHARMA	PAWAN KR SHARMA	
26.	1806000021136	UDIT SAROHA	UPENDRA KUMAR	
27.	1806000021143	ADTIYA GUPTA	SANJAY GUPTA	
28.	1806000021145	VIKAS KUMAR	MANOJ KUMAR	
29.	1806000021146	TARUN SINGH CHAUHAN	SUNIL SINGH CHAUHAN	
30.	1806000021147	KM CHHAVI BHARTI	SHIV KUMAR	
31.	1806000022033	SHUBHAM KR JHA	DHANANJAY JHA	
32.	1806000022058	YERISHA PAURAS	UPENDRA PAURAS	
33.	1806000022435	GUNJAN TOMER	BRIJENDRA SINGH TOMER	

KEERAL VERMA SUBHARTI COLLEGE OF SCIENCE
DEAN

Registrar
Swami Vivekanand
Subharti University
MEERUT