Shiksha Mandal's
Bajaj College of Science, Wardha
(Formerly known as Jankidevi Bajaj College of Science, Wardha)

Department of Computer Science
Semester-I
Vocational Skill Course (VSC) – I

OFFICE AUTOMATION
Course Code: UCS112P

(Approved in BoS meeting held on 30.08.2024 w.e.f. Academic Session 2024-25)

Credits: 2 (4 Pr)   No. of Practical Hrs.: 60

Course Description:

This course would enable the students to craft professional Word documents, Excel spreadsheets, and PowerPoint presentations using the Microsoft suite of Office tools.

Learning Objectives:
- To familiarize the students in preparation of documents and presentations with office automation tools.

Course Learning Outcomes: After completion of this course the students will be able:

- To work in Office, handle documents, and spreadsheets, make presentations, and communicate through Internet.

UNIT – I

Introduction, basics, starting Word, creating a document, parts of Word window, mouse and keyboard operations, designing a document; Formatting- selection, cut, copy, paste; Toolbars, operating on text; Printing, saving, opening, closing of document; Creating a template; Tables, borders, pictures, text box operations; Mail Merge.

UNIT – II

Introduction to MS EXCEL, navigating, Excel toolbars and operations, Formatting; copying data between worksheets; entering formula, chart creation; data forms, data sort; Functions in Excel ROUND( ), SQRT ( ), MAX( ), MIN( ), AVERAGE( ), COUNT( ), SUMIF( ), SUMIF( ), ABS( ), ROMAN( ), UPPER( ), LOWER( ), CELL( ), TODAY( ), NOW( ).Charts in Excel, Sorting, Searching, and Filtering data.

UNIT – III

Introduction to MS POWER POINT Working with Power Point Window, Standard Tool Bar, Formatting tool bar, Drawing tool Bar, Moving the Frame, Inserting Clip Art, Picture, Slide, Text Styling, Send to back, Entering data to graph, Organization Chart, Table, Design template, Master Slide, Animation Setting, Saving and Presentation, Auto Content Wizard.

List of Practical:

1. To Prepare a Resume/Official Letter / Business Letter / Circular Letter Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings, etc.
2. To create a table using the table menu, using cell editing operations like inserting, joining, deleting, splitting, and merging cells.
3. To create numbered list and bulleted list with different formats (with numbers, alphabets, Roman letters).
4. To use a mail merge facility for sending a circular letter to many persons.
5. To Prepare a Statement for preparing the Result of 10 students in 5 subjects (using a formula to get Distinction, I Class, II Class, and Fail under the Result column against each student).
6. To perform operations like finding, deleting, and adding records, formatting columns, row height, merging, splitting columns, etc. Connecting the Worksheets and enter the data.
7. To create a chart for comparing the monthly sales of a company in different branch offices.
8. To perform Sorting, Searching operations, and Filtering Data.
9. To create a new Presentation based on a template – using Auto content wizard, design template, and Plain blank presentation.
10. Creating a Presentation with Slide Transition – Automatic and Manual with different effects.
11. Creating a Presentation applying Custom Animation effects – Applying multiple effects to the same object and changing to a different effect and removing effects.
12. Creating and Printing handouts.

Reference Books

1. MS Office XP for Everyone by Sanjay Saxena (Vikas Publications, Noida)
2. MS-Office 2000(for Windows) by Steve Sagman
3. A First Course in Computers by Sanjay Saxena

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Department of Computer Science
Semester-II
Skill Enhancement Course (SEC) – I

HTML and CSS
Course Code: UCS123P

(Approved in BoS meeting held on 31.08.2024 w.e.f. Academic Session 2024-25)

Credits: 2 (4 Pr)   No. of Practical Hrs.: 60

Course Description:

This course provides the foundational knowledge of HTML and CSS to all students.

Learning Objectives:

This course is designed to satisfy the following objectives:

- To learn basic concepts of HTML and CSS.
- To gain proficiency in writing and structuring HTML documents using elements, attributes, and forms.
- To make them confident and skillful in designing attractive webpages and formatting using stylesheets.

Course Learning Outcomes:

After successful completion of thecourse, students will be able to:

- Understand various HTML tags for designing a webpage.
- Personalize web pages using text formatting, graphics, audio, and video elements.
- Perform various tasks like document creation, formatting, and applying styles using CSS.

Unit – I
Brief History of Internet, What is World Wide Web, URL, Domain, What is Web Page and a Website, Internet Browser, HTML, CSS Editors, Brief Introduction of HTML, HTML Tags, Basic structure of an HTML document, Heading-Paragraphs, Line Breaks

Unit – II

Introduction to elements of HTML, Working with Text, Formatting Tags, Working with Lists, Working with Tables and Frames, Working with Hyperlinks, Images and Multimedia, Working with Forms and controls, Marquee Elements, Forms, Form input, Forms attribute

Unit – III
Concept of CSS, Creating Style Sheet, CSS Properties, CSS Styling (Background, Text Format, Controlling Fonts), Working with block elements and objects, Working with Lists and Table, CSS Id and Class, Box Model (Introduction, Border properties, Padding Properties, Margin properties), Navigation Bar, CSS Color, Creating page Layout and Site Designs.

List of Practical:

1. Write a code for an HTML webpage to demonstrate basic tags in HTML.
2. Write a code for an HTML webpage that redirects to a Google page (using <a> tag).
3. Write a code for an HTML webpage that displays the image.
4. Write a code for an HTML web page that displays your name on the left, your college name on the right, and your semester in the center.
5. Write a code for an HTML webpage that displays your name in < h1> tag and in blue color, and < p> tag uses purple background color.
6. Write a code for an HTML webpage that displays some text formatting and uses < em>, < i>, < small>, < b>, < strong>, < sup>, < sub>, < ins>, < del> and < mark> tag.
7. Write a code for an HTML webpage that displays some background color and text of red color.
8. Write a code for an HTML webpage that displays a list.
9. Write a code for an HTML webpage that displays a table using < tr> and < td> tags.
10. Make an HTML web page for the registration form.
11. Write a code for an HTML webpage that displays the Borders, Margins, and Padding of elements.
12. Write a CSS file and attach it to any 3 HTML web pages.

References:

1. Responsive Web Design with HTML and CSS by Ben Frain.

2. HTML and CSS: Design and Build Websites by Jon Duckett.

3. Murach's HTML and CSS by Anne Boehm and Zak Ruvalcaba.

4. HTML and CSS QuickStart Guide by David DuRocher.

5. Head First HTML and CSS by Elisabeth Robson and Eric Freeman.