

தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University, Chennai
சென்னை – 15



தொடர் கல்விக்கானப் பள்ளி
School of Continuing Education

Short Term Course in Office Automation (SPOA)

(From Academic Year 2020-2021 onwards)

பாடத்திட்ட அறிக்கை
Regulations and Syllabus

**Adhoc Board of Studies [BOS]
of School of Continuing Education**

1. Director of School-Chairman		
(1)	Dr. P. Thiyagarajan	Professor & Director, School of Continuing Education, Tamil Nadu Open University, Chennai
2. Internal Faculty Members		
(1)	Er. R. Meenambigai	Assistant Professor, School of Continuing Education, Tamil Nadu Open University, Chennai
3. External Faculty Members		
(1)	Er.N.Sivashanmugam	Assistant Professor and Director(i/c), School of Computer Science, Tamil Nadu Open University, Chennai
(2)	Dr. R.Kalaiarasi	Assistant Professor, School of Computer Science, Tamil Nadu Open University, Chennai
3. External Experts		
(1)	Dr.S.Ilaiyavel	Associate Professor, Department of Mechanical Engineering , Sri Venkateswara College of Engineering, Sriperumhuthur, Kanchipuram District
(2)	Mr.M.Prabhugandhi	Safety Director, MPSS Construction, 3A/110, Bhavanadhiyaar Main Street, Kamarajapuram, Chennai-73

Short Term Course in Office Automation (SPOA)

- 1. Eligibility** : Passed in S.S.L.C or Matriculation or any equivalent examinations.
- 2. Duration** : Three Months (75 Hours, 2 ½ hours per day for all week days or 6 hours each on Saturdays and Sundays)
- 3. Medium** : English Medium
- 4. Age** : 15 Years and Above
- 5. Fee** : Rs.1500/-
- 6. Admission** : The Candidates will be admitted for the Short Term Course in Office Automation through out the year

7. Programme Structure and Scheme of Evaluation

S.No	Course	Course Code	Credits	Marks Distribution		
				Continuous Internal Assessment (Internal)	Term End Exam (External)	Total
1	MS Office and Internet-Theory	SPOA-11	4	30	70	100
2	MS Office - Practical	SPOA-P1	4	30	70	100
Total			8	60	140	200

The Scheme of Evaluation includes the Continuous Internal Assessment–CIA (Assignment for 25 Marks and attendance for 5 Marks based on percentage of Attendance i.e. 50-60%- 1-Mark, 60-70% -2-Marks, 70-80% -3-Marks, 80-90% - 4-Marks and Above 90- 5-Marks) and Term End Examination.

8. Examinations

The Examination for the Short Term Course in Office Automation shall consist of Theory and Practical.

(i) Theory Examinations: The Theory Examinations shall be of three hours duration and shall be conducted at the end of three months. The candidates who are failing in the Course will be permitted to re-appear each failed Course in the subsequent examinations.

(ii) Practical Examinations: The Practical Examinations (if any) shall be of three hours duration and shall be conducted at the end of three months. The candidates who are failing in

any practical(s) will be permitted to reappear for failed practical(s) in the subsequent examinations.

9. Question Pattern for Theory Examinations

Theory Examination (External): Students shall normally be allowed to appear for Theory Examination by completing Practical and Assignment. The Term-End Examination shall carry Section- A and Section- B

Section-A	Multiple Choice Questions	20 X 2 = 40 Marks
Section-B	Five out of Eight Short Answer Questions [Each 6- Marks] (Practical Questions if any may be included)	5 X 6 = 30 Marks
Total		70 Marks

10. Passing Minimum

(i).For Theory Examination

The Candidates shall be declared to have passed the examination if the candidate secures not less than 25 marks in the Term End Examinations (TEE) in each theory paper and secures not less than 10 marks in the Continuous Internal Assessment (CIA) and overall aggregated marks is 40 marks in both external and internal taken together.

Continuous Internal Assessment (CIA)		Term End Examination (TEE)		Overall Aggregated Marks	Maximum Marks
Minimum Pass Mark	Maximum Pass Mark	Minimum Pass Mark	Maximum Pass Mark	CIA + TEE	
10	30	25	70	40	100

Note: When a learner failed to secure 40 per cent of aggregate marks, he/she may re-appear in term end examination or re-do the assignments for securing passing minimum.

11. Classification of Successful Candidates:

The Candidates who pass all the courses prescribed and who secure 60% and above in the aggregate of marks in the Core courses will be placed in the First Class. Those securing 50% and above but below 60% in the aggregated will be placed in the Second Class. All other successful candidates will be placed in the Third Class.

12. Delivery of Programme: Short Term Course will be offered through Community College/ Constituent Community Colleges. The Assistant Professors/Associate Professors/

Professors of relevant faculty employed in Colleges/Universities/Higher Educational Institutions and Industrial Expert Institutions are eligible to handle Academic Counselling for Short Term Programmes.

13. Ranking

The University Rank shall be offered for the toppers (First Rankers) in the University Examinations (**having passed their examinations in the first appearance within the prescribed duration of the respective programme. Absence from an examination shall not be taken as an attempt**)

The top scorers in the University Rank Examinations would be declared as University Rank Holders, irrespective of their grades/marks in their respective University Term End Examinations.

Rank Certificate will be issued for a Programme as follows:-

- a) There is no Rank if the learner strength of concerned Programme is below Fifty.
- b) The learners strength of the Programme concerned will be indicated in the Rank Certificate.
- c) The first Rank holder (gold medalist) will be eligible to get the rank certificate in the University convocation ceremony.

14. Cancellation of Admission

Admission is liable to be cancelled at any stage on the following grounds:-

- A candidate admitted to a programme provisionally without verifying and ascertaining his / her eligibility for admission and found ineligible later through scrutiny of the filled-in admission form.
- Suppression of facts, furnishing incomplete, wrong or false information in filled-in Admission Form.
- Misconduct, Indiscipline and Violation of University Norms, Rules and Regulations.

15. Refund

If it is ineligible later on, admission will be cancelled and claim for refund of such fees will be considered by the University after deduction of service charges, as applicable from time to time as per prevailing norms of the University.

16. Legal Issues

Any issue of conflict between the candidate and the University shall be cleared through mutual representation from both the sides, and in case of conflict of issues still persist, they shall be settled in the Court of Law under the Jurisdiction of Chennai.

Detailed Syllabus

SPOA-11: MS- Office and Internet -Theory

Unit – 1: Introduction to Application Software

Definition, History and Generation of Computer-Applications of Computer, Advantages of Computer- Terms related to Computer- Characteristics of Computer: Speed- Storage- Versatility and Diligence-Hardware and Software- Introduction to Operating System- Functions of Operating System-Types of operating systems (GUI Based)-Real Time and Distributed- MS Office – Introduction to Windows- Features of Windows-Variations of windows- Working with Windows- My Computer & Recycle bin- Desktop icons- Working Styles of windows- Working with Files & Folders- Shortcuts. Mac OS – introduction – features – working with Mac OS.

Unit -2: MS Word

Working with Documents -Opening and Saving files- Editing text documents- Inserting-Deleting- Cut, Copy- Paste-Undo-Redo- Find- Search- Replace-Formatting page and Setting Margins- Converting files to different formats- Using Tool bars- Ruler- Using Icons- using help- Formatting Documents - Setting Font styles- Font selection- style- size- colour etc- Type face – Bold- Italic-Underline- Case settings- Highlighting- Special symbols- Setting Paragraph style, Alignments- Indents- Line Space- Margins- Bullets and Numbering. Setting Page style - Formatting Page- Page tab- Margins- Layout settings- Paper tray- Border and Shading- Columns- Header and footer- Setting Footnotes and End notes – Shortcut Keys- Table of Contents-Index-Page Numbering- Date & Time- Author etc.-Creating Tables- Table settings- Borders- Alignments-Insertion-deletion- Merging- Splitting- Sorting and Formula-Drawing - Inserting Clip Arts- Pictures/Files etc.- Tools – Word Completion- Spell Checks.

Unit -3: MS Power point: Introduction to presentation-Opening new presentation- Different presentation templates- Setting backgrounds- Selecting presentation layouts- Creating a presentation-Setting Presentation style- Adding text to the Presentation- Formatting a Presentation - Adding style- Colour- gradient fills- Arranging objects- Adding Header and Footer- Slide Background- Slide layout- Adding Graphics to the Presentation- Inserting pictures- Movies- tables etc into presentation- Drawing Pictures using Draw- Adding Effects to the Presentation- Setting Animation and transition effect.

Unit – 4: MS Excel: Spread Sheet and its Applications- Opening Spreadsheet- Menus - Main menu- Formula Editing- Formatting- Toolbars- Using Icons- Using help-Shortcuts- Spreadsheet types- Working with Spreadsheets- opening- Saving files-setting Margins- Spread sheet addressing - Rows, Columns and Cells- Referring Cells and Selecting Cells – Shortcut Keys- Entering and Deleting Data- Entering data-Cut-Copy- Paste-Undo- Redo- Filling Continuous rows- Columns- Highlighting values- Find-Search and replace- Inserting Data- Insert Cells- Column- Rows and sheets- Symbols- Data from external files- Frames- Clipart- Pictures- Files etc- Inserting Functions- Manual breaks- Setting Formula - finding total in a Column or Row- Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation)- Formatting Spreadsheets- Labelling columns and rows- Formatting- Cell- Row- Column and Sheet- Category – Alignment- Font- Border and Shading- Hiding/ Locking Cells– Shortcut keys.

Unit -5: Introduction to Internet: World Wide Web (www) – History- Working-Web Browsers- Its functions- Concept of Search Engines- Searching the Web- HTTP- Understanding URLs- Email-Basics of email- emailing and its details - Web browsing- web searching - options.

SPOA-P1: MS-Office-Practical

1. Working with Documents, Opening and Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page and setting Margins.
2. Working with Spread Sheet and its Application, Menus, Main Menu, Opening Spreadsheet, Spread Sheet Addressing, Entering and Deleting Data, Inserting Functions, Formatting and Setting Formula.
3. Working with Power Point, Creating and opening presentations, Slides and Layouts, Formatting a presentation , Animation and Effects using PowerPoint, Adding effects to the presentation and Transition effect.