

*(Note: basics of the devices will be explained in theory and practical will be based on applications of different types and configurations of the devices learnt in theory. In this way they will learn in class as well as in lab and more concepts can be covered in given number of credits.)*

**Suggested Readings/Material:**

1. Electronic Devices and Circuits I – T. L. Floyd- PHI Fifth Edition
2. Principles of Analog Electronics - A.P.Malvino
3. Sedha R.S., A Text Book Of Applied Electronics, S.Chand& CompanyLtd
4. Sensors and Transducers : D. Patranabis, PHI publication, 2nd Edition
5. Sensors and Transducers : Prof A.D.Shaligram
6. Op Amp and Linear Integrated Circuits: Ramakant Gaykwad

<p style="text-align: center;"><b>Savitribai Phule Pune University</b>  <b>F.Y.B.Sc. (Computer Science) - Sem – I</b>  <b>Course Type: GE/OE Code : OE-101-CS-T</b>  <b>Course Title :Office Automation I</b></p>		
Teaching Scheme 02 Hrs/ week	No. of Credits 2	Examination Scheme IE : 15 marks UE: 35 marks
<p><b>Prerequisites</b></p> <ul style="list-style-type: none"> <li>● Previous knowledge of Computer concepts is assumed.</li> <li>● Knowledge of Computer as operational tool is required.</li> </ul>		
<p><b>Course Objectives</b></p> <ul style="list-style-type: none"> <li>● To introduce the foundations of office automation especially word processing.</li> <li>● To develop the ability to prepare the well formatted word documents.</li> <li>● To prepare the documents using word processing tools such as tables, figures, shapes etc.</li> <li>● To prepare the word documents using advanced automated features.</li> </ul>		
<p><b>Course Outcomes</b></p> <p>On completion of the course, student will be able to :</p> <ul style="list-style-type: none"> <li>● Prepare the professional word documents</li> <li>● Explore various tools in the word processing software.</li> <li>● Develop documents using word processing advanced tools.</li> </ul>		
<p><b>Course Contents</b></p>		
<b>Chapter 1</b>	<b>Working with Documents.</b>	<b>2 Hrs</b>
<ol style="list-style-type: none"> <li>1.1. Opening &amp; Saving files,</li> <li>1.2. Editing text documents, Inserting, Deleting,</li> <li>1.3. Cut, Copy, Paste, Undo, Redo,</li> <li>1.4. Find, Search, Replace,</li> <li>1.5. Formatting page &amp; setting Margins,</li> <li>1.6. Converting files to different formats,</li> <li>1.7. Importing &amp; Exporting documents, Sending files to others,</li> </ol>		

1.8. Using Tool bars, Ruler, Using Icons, using help		
<b>Chapter 2</b>	<b>Formatting Documents</b>	<b>2 Hrs</b>
2.1 Setting Font styles 2.2 Font selection- style, size, colour, etc. 2.3 Type face - Bold, Italic, Underline, 2.4 , Case settings, Highlighting, Special symbols. 2.5 Setting Paragraph style. 2.6 Alignments, Indents, Line Space, Margins, 2.7 , Bullets & Numbering		
<b>Chapter 3</b>	<b>Setting Page Style</b>	<b>4 Hrs</b>
3.1 Formatting Page 3.2 Page tab : Margins, Layout settings, Paper tray 3.3 Border & Shading 3.4 Columns 3.5 Header & Footer 3.6 Setting Footnotes & End notes 3.7 Shortcut Keys; Inserting manual page break, Column break and line break 3.8 Creating sections & frames 3.9 Anchoring & Wrapping 3.10 Printing Documents		
<b>Chapter 4</b>	<b>Setting Document Styles</b>	<b>2 Hrs</b>
4.1 Table of Contents 4.2 Index 4.3 Page Numbering 4.4 date & Time, Author, etc. 4.5 Creating Master Documents 4.6 Web page		
<b>Chapter 5</b>	<b>Creating Tables</b>	<b>7 Hrs</b>
5.1 Table settings and Drawing - Inserting ClipArts, Pictures/Files etc., 5.2 Borders, Alignments, 5.3 Insertion, deletion, 5.4 , Merging, Splitting, 5.5 Sorting, 5.6 Formula		
<b>Chapter 6</b>	<b>Special Features</b>	<b>6 Hrs</b>
6.1 Inserting Formula, equation, symbols 6.2 Inserting Cliparts, pictures, objects, word art 6.3 Drawing: shapes, smart art, etc 6.4 Charts 6.5 Hyperlinks, bookmarks, cross-references, Digital Signature		
<b>Chapter 7</b>	<b>Tools</b>	<b>7 Hrs</b>

7.1 Word Completion, Spell Checks, 7.2 Mail merge 7.3 Templates, 7.4 Creating contents for books, Creating Letter/Faxes, Creating Web pages 7.5 Hyperlinks, bookmarks, cross-references 7.5 Using Wizards 7.6 Tracking Changes, Security,.
<b>Reference Books :</b>  1. Illustrated Microsoft Office 365 & Word 2019 Comprehensive by Jennifer Duffy 2. Microsoft Word 365 2019 by Joan Lambert 3. Microsoft Word 2013 Bible by Lisa A Bucki

<b>Savitribai Phule Pune University</b> <b>F.Y.B.Sc. (Computer Science) - Sem – I</b> <b>Course Type: GE/OE Code : OE-102-CS-T</b> <b>Course Title : Introduction to Computers and Basics of Internet</b>		
Teaching Scheme 02 Hrs/ week	No. of Credits 2	Examination Scheme IE : 15 marks UE: 35 marks
<b>Prerequisites</b> <ul style="list-style-type: none"> <li>● Basic knowledge of Computer concepts is assumed.</li> <li>● Knowledge of Computer as operational tool is required.</li> </ul>		
<b>Course Objectives</b> <ul style="list-style-type: none"> <li>● To introduce the fundamental concepts of computers</li> <li>● To introduce the basic concepts of Internet</li> <li>● To develop the ability to analyses and use the computer peripherals effectively</li> <li>● To develop the ability to analyses and use the internet effectively</li> </ul>		
<b>Course Outcomes</b> On completion of the course, student will be able to : <ul style="list-style-type: none"> <li>● Use the computer peripherals effectively</li> <li>● Use the internet for the day to day life</li> <li>● Explore various applications available over the internet.</li> </ul>		
<b>Course Contents</b>		
<b>Chapter 1</b>	<b>Fundamentals of Computers</b>	<b>8 Hrs</b>
1.1	Overview of a Computer-Definition, functionalities of Computer	
1.2	Generations and Classification of Computers	
1.3	Functional Components of a Computer	
1.4	Applications Of Computers	
1.5	Software and Hardware-Definition, types of software	