

Curriculum of Certificate in Office Automation

From 2026-27 Onwards



DEPARTMENT OF LIFELONG LEARNING (DLL)
SCHOOL OF EDUCATION
BHARATHIDASAN UNIVERSITY
KHAJAMALAI CAMPUS
TIRUCHIRAPPALLI - 620 023

BHARATHIDASAN UNIVERSITY
DEPARTMENT OF LIFELONG LEARNING

CURRICULAM FOR CERTIFICATE IN OFFICE AUTOMATION
REGULATION AND SYLLABUS

1. Eligibility

I. For Admission : 10th and above, a pass in the High School Examination (Academic) conducted by the Government of Tamil Nadu ; or an examination accepted as equivalent thereto by the syndicate ,subject to such conditions as may be prescribed thereof.

II. The candidate must have completed 15 years of age at the time of admission. There is no age limit for the admission of the Programme.

2. Mode

A Self financing programs. These programmes shall be conducted with the support of course fees collected from the students. The facilities, faculty and other programme expenses are met through the Course fee collected from the students. The DLL offer this Programme with the support of IT/ITES Institutes/Academies/Training centres. The training will lead to a Certificate in Office Automation.

3. Duration

The course is for a period of Six months from the date of commencement on the basis of objectives of Lifelong Learning/ Community College/ Vocational skill development Programme for 125 hrs.

4. Course of study:

Candidates shall be permitted to do this Certificate in Office Automation concurrently with their UG/PG degree programme including programme under Distance education mode. The classes may be conducted either during week days after class hours or during weekly holidays. The candidates undergoing various course in the university Departments of Bharathidasan University particularly the students of M.A (HRM) of the Department of lifelong learning are permitted to do this Certificate in Office Automation concurrently with their PG programme.

5. Course Fee: As prescribed by the University from time to time.

6. Scheme of Examination

Papers	Marks		Total	Marks Evaluation in Percentage		Pass Mark	Total No. of credits
	CIA	UEA		Theory	Practical		
Paper I - MS OFFICE WORD (Theory + Practicals) 25 Hours	25(10+15)	75 (30+45)	100	40	60	40	5
Paper II - MS OFFICE EXCEL (Theory + Practicals) 25 Hours	25(10+15)	75 (30+45)	100	40	60	40	5
Paper III - MS OFFICE POWER POINT (Theory + Practicals) 25 Hours	25(10+15)	75 (30+45)	100	40	60	40	5
Paper IV - MS OFFICE INTEGRATED PRACTICAL APPLICATIONS (Practicals + Report + Viva voce) 50 Hours	25(10+15)	75 (30+45)	100	40	60	40	5
Total Hours - 125 / Total Marks			400	Total Credits			20

Note: Practical/Internship or training shall be a part of the every paper. 60% Practical and 40% Theory paper.

7. Distribution of Teaching hours

There shall be a total number of 125 actual contact hours. Each Theory paper shall have 25 hours $3 \times 25 = 75$ hours and Practicals shall have 50 Hours.

8. Examination:

a. There shall be examination at the end of the course i.e. December / January/February or June/July/August or as per the commencement of the programme. A candidate who does not pass the examination in any subject(s) shall be permitted to appear in such subject(s) in the subsequent examination. All the candidates shall be required to register for the entire examination at the first appearance.

b. The results of all examinations will be published at the Department in which they took the examinations.

9. Passing Minimum:

A candidate shall be declared to have passed in each paper if he /she secure not less than 40% of the prescribed maximum marks. He /She shall be declared to have passed the whole examination and qualified for the certificate, if He /She pass in all the papers.

10. Classification of successful candidates

Those who secure 60% or above the maximum shall be declared to have passed in I class; those who secure 50% or above but below 60% shall be declared to have passed in II class. All other successful candidates shall be declared to have passed the examination in the III class.

11. Award of certificate

A candidate shall be eligible for the award of the certificate if He /She has passed all the examination prescribed thereof.

12. Revision of Regulations and curriculum

The University may from time to time revise, amend and change the regulation and the curriculum it found necessary.

13. Structure:

3 Papers + 1 Internship Practical (Theory + Hands-on + Internship) and jointly aligned with workplace requirements.

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PROGRAMME CODE : CECO A

OFFICE AUTOMATION - PROGRAMME OUTCOMES

1. Technologically Proficient Graduates will demonstrate a strong foundation in office automation tools, enabling efficient and accurate handling of digital tasks.
2. Workplace-Ready Professionals will exhibit the ability to streamline administrative processes, enhancing productivity in modern office environments.
3. Ethical and Secure Practitioners will adhere to data privacy norms and ethical guidelines while managing digital information.
4. Problem-Solvers will apply critical thinking to troubleshoot common software issues and optimize workflows.
5. Collaborative Team Players will leverage automation tools to improve communication and coordination in team-based projects.

OFFICE AUTOMATION - PROGRAMME SPECIFIC OUTCOMES

1. Demonstrate proficiency in key office automation tools (e.g., MS Office, Google Workspace, email management).
2. Create, format, and manage professional documents, spreadsheets, and presentations efficiently.
3. Organize and analyze data using advanced features (e.g., pivot tables, macros, formulas).
4. Utilize automation tools for scheduling, virtual meetings, and collaborative platforms.
5. Implement time-saving techniques (e.g., templates, mail merges, cloud storage integration).
6. Apply best practices for data backup, cyber security, and confidentiality in digital operations.
7. Stay updated with emerging office automation trends and tools.

MS OFFICE WORD**OBJECTIVES**

1. To equip learners with comprehensive skills in document creation, formatting, and editing.
2. To enable the application of advanced referencing and mail merge tools.
3. To develop proficiency in managing document integrity, collaboration, and

Course Outcomes:

CO Code	Course Outcome Statement	Bloom's Level
CO1	Identify and explain the functions of basic commands in the Home and Insert tabs, including clipboard, font, paragraph formatting, and object insertion.	L1, L2
CO2	Demonstrate the ability to format document layout using themes, page setup options, and background elements from the Page Layout tab.	L3
CO3	Apply advanced referencing features to create tables of contents, footnotes, citations, and captions for academic and professional documents.	L3, L4
CO4	Execute mail merge operations to create personalized documents, envelopes, and labels for multiple recipients.	L3 ,L4
CO5	Evaluate document quality using review features including tracking changes, adding comments, comparing documents, and implementing protection features.	L4, L5
CO6	Design and create comprehensive documents integrating advanced Word features including macros, custom styles, and automated reference systems.	L6
L1-Remember, L2-Understand, L3-Apply, L4-Analyze, L5-Evaluate, L6-Create		

Unit I:Home

Clipboard, Font, Paragraph, Styles, Editing

Unit II: Insert

Pages, Tables, Illustrations, Links, Header & Footer, Text, Symbols

Unit III:Page Layout

Themes, Page Setup, Page Background, Paragraph, Arrange

Unit IV:References

Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, Table of Authorities

Unit V:Mailings

Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish

Unit VI: View &Review

Document Views, Show/Hide, Zoom, Window, Macros -Proofing, Comments, Tracking, Changes, Compare, Protect

Books

1. Clipboard: Cut Copy, Paste, and Format Painter.
2. Font Group: Font type, size, color, highlights, effects (bold, italic, underline).
3. Advanced Font: Change case, character spacing, and text effects.
4. Paragraph Alignment: Left, center, right, justify.
5. Indentation: Left, right, first-line, hanging indents.

Journals

1. Cognitive load reduction using Styles for consistent document formatting.
2. Efficiency studies on keyboard shortcuts (Ctrl+C, Ctrl+V, Ctrl+Shift+V) vs. mouse use.
3. The role of the Format Painter in maintaining corporate identity.
4. Best practices for font pairing in professional documents (serif vs. sans-serif).
5. Research on readability: optimal line spacing and paragraph spacing for long documents.

Online &Open Educational Resources

1. Microsoft Support: "Basic tasks in Word" (Official guide).
2. YouTube: "Word Beginner Tutorial" (FreeCodeCamp or Kevin Stratvert).
3. GCFGlobal: Word 2016 Tutorial (Unit 2: Text Basics).
4. Interactive Simulation: Using the Format Painter (from a learning platform like Applied Digital Skills).
5. PDF Cheat Sheet: Keyboard Shortcuts for Word (Home Tab).

Mapping with Programme Outcome										
Cos	Programme outcomes					Programme specific outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3	3	2	3	3	3
CO2	3	3	2	3	3	3	3	1	1	2
CO3	2	3	3	2	3	3	3	3	2	2
CO4	3	2	3	3	2	3	2	3	3	3
CO5	3	3	2	3	2	3	3	3	3	3

1. Moderate 2. High 3. Very high

MS OFFICE EXCEL**OBJECTIVE**

1. Master core spreadsheet formatting, editing, and cell management skills.
2. Utilize formulas, data tools, and external connections for data analysis.
3. Apply advanced features for workbook auditing, reviewing, and automation.
- 4.

CO	Course Outcome Statement	Bloom's Level
CO1	Identify and explain the functions of basic commands in the Home and Insert tabs, including formatting, cell editing, and object insertion.	L1 ,L2
CO2	Demonstrate the ability to format spreadsheet layout using themes, page setup options, and printing configurations.	L3
CO3	Apply mathematical and logical functions to perform calculations, analyse data, and audit formulas for accuracy.	L3, L4
CO4	Execute data management operations including sorting, filtering, data validation, and external data connections.	L3, L4
CO5	Evaluate spreadsheet integrity using review features including tracking changes, adding comments, and implementing protection features.	L4 ,L5
CO6	Design and create comprehensive data analysis solutions integrating advanced Excel features including macros, pivot tables, and complex formulas.	L6
L1-Remember, L2-Understand, L3-Apply, L4-Analyze, L5-Evaluate, L6-Create		

Unit I:Home

Clipboard, Font, Alignment, Number, Styles, Cells, Editing

Unit II:Insert

Tables, Illustrations, Charts, Links, Text, Symbols

Unit III:Page Layout

Themes, Page Setup, Scale to Fit, Sheet Options, Arrange

Unit IV:Formulas

Function Library, Defined Names, Formula Auditing, Calculation

Unit V:Data

Get External Data, Connections, Sort & Filter, Data Tools, Outline

Unit VI: View &Review

Workbook Views, Show/Hide, Zoom, Window, Macros - Proofing, Language, Comments, Changes

Books

1. "Excel 365 Bible"-Author: Michael Alexander and Dick Kusleika-Content: Comprehensive coverage of Excel 365 features, including data analysis, visualization, and advanced functions.-Relevance: Ideal for both beginners and advanced users seeking in-depth knowledge.
2. "Excel All-in-One for Dummies"-Author: Greg Harvey-Content: Step-by-step instructions on formulas, charts, pivot tables, and macros. Relevance: Suitable for beginners and intermediate users with easy-to-follow explanations 4.
3. "Excel Beginner's Guide"-Author: Not specified in search results-Content: Introduces key Excel features with step-by-step instructions and bonus templates. Relevance: Excellent for newcomers to Excel 4.
4. "Excel Mastery Guide "Author: Not specified in search results-Content: Covers essential functions, formulas, and practical examples for beginners and intermediate users. Relevance: Focuses on boosting productivity through hands-on learning.
5. "Office 365 Bible"-Author: Not specified in search results-Content: Detailed guidance on all major Office 365 applications, including Excel. Relevance: Helps users integrate Excel with other Office tools for productivity 4.

Journals

1. "Journal of Accountancy"
 - o Focus: Features Excel-based accounting practices and financial analysis tools.
 - o Relevance: Useful for professionals using Excel in finance and auditing.
2. "International Journal of Business Intelligence Research"
 - o Focus: Covers Excel's role in business intelligence and data visualization.
 - o Relevance: Ideal for advanced data analysts.
3. "Journal of Statistics Education"
 - o Focus: Includes Excel-based teaching methods for statistics.
 - o Relevance: Beneficial for educators and students in statistics.
4. "Computers & Education"
 - o Focus: Discusses Excel integration in educational technology.
 - o Relevance: For educators exploring digital tools in pedagogy.
 - o Relevance: Useful for academic administrators and teachers.
5. "Journal of Business Analytics"
 - o Focus: Discusses Excel's role in business analytics and decision-making.
 - o Relevance: For business professionals and analysts.

Online & Open Educational Resources

Online and Open Educational Resources (OER) provide free, accessible learning materials for Excel. These are ideal for self-paced learning and classroom integration.

1. OER Commons – Excel Resources Content: Curated collection of open educational resources for Excel, including tutorials and activities. Access: [OER Commons](#) .
2. Microsoft Excel Help & Learning Content: Official support site with tutorials, templates, and Copilot AI features for Excel. Access: [Microsoft Support](#) .
3. Teach Thought– Free Spreadsheets for Teacher Content: Offers 20+ free Excel templates for educators, including grade books, attendance trackers, and lesson planners. Access: [Teach Thought](#) .
4. Analyzing Institutional Publishing Output – Short Course Content: Teaches how to use Excel for data analysis in scholarly communication. Access: [SCN Group](#) .

Mapping with Programme Outcome										
Cos	Programme outcomes					Programme specific outcomes				
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CO1	3	3	3	3	3	3	2	3	3	3
CO2	3	3	2	3	3	3	3	1	1	2
CO3	2	3	3	2	3	3	3	3	2	2
CO4	3	2	3	3	2	3	2	3	3	3
CO5	3	3	2	3	2	3	3	3	3	3

1. Moderate 2. High 3. Very high

MS OFFICE POWER POINT**OBJECTIVES**

1. Create and design professional slides using formatting and illustration tools.
2. Apply transitions, animations, and timing for dynamic presentations.
3. Master presentation delivery, setup, and review features for effective showcasing.

Course Outcomes:

CO Code	Course Outcome Statement	Bloom's Level
CO1	Identify and explain the functions of basic commands in the Home and Insert tabs, including slide management, text formatting, and object insertion.	L1 ,L2
CO2	Demonstrate the ability to design presentation layouts using themes, background styles, and page setup configurations.	L3
CO3	Apply advanced presentation features including slide transitions, animation effects, and timing settings to enhance visual appeal.	L3, L4
CO4	Execute slide show operations including presenter view setup, monitor configuration, and rehearsal timing for professional delivery.	L3, L4
CO5	Evaluate presentation quality using review features including comments, proofing tools, and comparison features for collaborative work.	L4, L5
CO6	Design and create comprehensive professional presentations integrating advanced features including master slides, custom animations, and multimedia elements.	L6
L1-Remember, L2-Understand, L3-Apply, L4-Analyze, L5-Evaluate, L6-Create		

Unit I:Home

Clipboard, Slides, Font, Paragraph, Drawing, Editing

Unit II:Insert

Slides, Tables, Images, Illustrations, Links, Text, Media Clips

Unit III:Design,View & Review

Page Setup, Themes, BackgroundPresentation Views, Master Views, Show, Zoom, Window, Macros -Proofing, Language, Comments, Compare

Unit IV:Transitions& Slide Show

Preview, Transition to This Slide, Timing -Start Slide Show, Set Up, Monitors

Unit V:Animations

Preview, Animation, Advanced Animation, Timing

Books

1. "Beyond Bullet Points" by Cliff Atkinson: This book offers a revolutionary approach, teaching you how to transform text-heavy slides into compelling visual narratives that use the power of storytelling.
2. "Microsoft PowerPoint Step by Step" by Microsoft Press: This is the official tutorial series from Microsoft, providing a task-oriented approach to learn the most commonly used functions, from basics to advanced features.
3. "slide: ology: The Art and Science of Creating Great Presentations" by Nancy Duarte: This book focuses less on software mechanics and more on the fundamental principles of design, visual thinking, and creating presentations that resonate with an audience.
4. "The Harvard Graphics to PowerPoint Book": A specialized resource ideal for users transitioning from older presentation software, offering a comparative analysis to ease the learning curve.
5. "PowerPoint 2019 Bible" by Faithe Wempen: Acting as a comprehensive reference guide, this book covers every feature in extreme detail and is suitable for all skill levels.

Journals

1. Journal of Business and Technical Communication: This journal publishes research on visual rhetoric and document design, which directly applies to how you structure information on a PowerPoint slide.
2. Computers & Education: An essential resource for understanding the educational effectiveness of PowerPoint compared to traditional teaching methods and other digital tools.
3. Technical Communication (Journal of the Society for Technical Communication): This journal features studies on effective information design and the creation of instructional materials, which are core to technical presentations.
4. Information Visualization: Here you will find research on data representation, visual perception, and cognitive load, providing a scientific basis for your design choices.
5. Journal of Educational Multimedia and Hypermedia: This publication explores studies on incorporating multimedia elements, hyperlinks, and interactive media into educational presentations.

Online & Open Educational Resources

1. Microsoft PowerPoint Help & Learning Center: The official support portal from Microsoft, offering constantly updated step-by-step guides, video tutorials, and articles on everything from basic functions to AI-powered features like Designer and Copilot.

2. OER Commons Microsoft Office Resources: This hosts a wide array of openly licensed educational materials, including complete courses and modules on PowerPoint that educators can freely use and adapt.
3. GetMyGraphics Beginner's Guide: An accessible online article that provides a clear, 10-point guide for absolute beginners to overcome the initial learning curve of PowerPoint.
4. Microsoft Education Center: A portal offering specialized lesson plans and professional development materials for educators who want to integrate PowerPoint into their teaching effectively.
5. SlideLizard Blog: This blog offers insightful articles on presentation facts and evidence-based advice, such as keeping slides to around 40 words to optimize audience engagement.

Mapping with Programme Outcome										
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	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3	3	2	3	3	3
CO2	3	3	2	3	3	3	3	1	1	2
CO3	2	3	3	2	3	3	3	3	2	2
CO4	3	2	3	3	2	3	2	3	3	3
CO5	3	3	2	3	2	3	3	3	3	3

1. Moderate 2. High 3. Very high

MS OFFICE INTEGRATED PRACTICAL APPLICATIONS

Objectives:

1. This course aims to integrate and apply MS Office Word, Excel, and PowerPoint skills in real-world scenarios through practical assignments and projects.

Course Outcomes:

CO Code	Course Outcome Statement	Bloom's Level
CO1	Create professional multi-page documents by applying advanced formatting features including styles, sections, and automated tables of contents.	L3, L6
CO2	Analyse and interpret complex datasets using advanced Excel functions, pivot tables, and data visualization tools to create meaningful business intelligence reports.	L4
CO3	Design and develop engaging presentations incorporating custom animations, multimedia elements, and interactive features for effective communication.	L6
CO4	Integrate multiple Office applications to create cohesive projects that combine data analysis, reporting, and presentation elements seamlessly.	L4, L6
CO5	Implement automation features including macros and custom templates to optimize workflow efficiency across Word, Excel, and PowerPoint.	L3, L6
CO6	Evaluate and synthesize Office skills to develop comprehensive real-world business solutions and professional portfolios demonstrating mastery of integrated MS Office applications.	L5, L6
L1-Remember, L2-Understand, L3-Apply, L4-Analyze, L5-Evaluate, L6-Create		

UNIT I: Document Creation and Formatting (Word)

Practical Tasks: Create a multi-page business report with headings, subheadings, and table of contents-Format legal/business documents with styles, page numbering, and sections-Design flyers and brochures with images, text boxes, and SmartArt

UNIT II: Data Management and Analysis (Excel)

Practical Tasks: Create financial statements with formulas and functions-Analyze sales data using pivot tables and charts-Develop inventory management system with data validation-Create dashboard reports with conditional formatting

UNIT III: Presentation Development (PowerPoint)

Practical Tasks: Create business presentation with custom theme and animations-Develop training presentation with speaker notes and handouts-Design photo album with transitions and media elements-Create interactive quiz with hyperlinks and actions

UNIT IV: Integration Projects

Practical Tasks: Create business report with Excel charts embedded in Word-Develop presentation with Excel data integration-Mail merge project using Word and Excel data-Create interactive dashboard linking Excel and PowerPoint

UNIT V: Advanced Features and Automation

Practical Tasks: Record and use macros in Word and Excel-Create custom templates for all three applications-Use advanced features like equation editor, watermarks-Implement collaboration features: track changes, comments

UNIT VI: Real-world Projects

Practical Tasks: Business plan development using all three applications-Academic project report with citations and bibliography-Marketing campaign package (brochure, data analysis, presentation)-Portfolio creation showcasing Office skills

Books

1. "Access Bible" by Michael Alexander and Richard Kusleika - This comprehensive guide
2. "Microsoft Access 2019 Programming by Example" by JulittaKorol
3. "Relational Databases and Microsoft Access" by Ron McFadyen
4. "Beginning Access 2019" by Noreen Brown et al. - Designed for absolute beginners
5. "Microsoft Access Quick Start Guide" by Kevin Wilson -

Journals

1. "Online Examination System for Microsoft Office Software Operations" by Lin Lin Li and Liang Xu Sun
2. "The Application of Computer Software Microsoft Office Word in Sports Drawings" by Jie Zhang and Bo Zhang
3. PKM PendampingandanPelatihan Microsoft Office untukMeningkatkanKeterampilanSantriPesantrenNurulHidayah" by Sudriyanto et al.
4. "Pelatihan Microsoft Office kepadaRemaja di DesaKindang" by Hartini et al. - Published in *PaKMAs: JurnalPengabdianKepadaMasyarakat*,
5. "Melatihketerampilansiswa SMP dalammenggunakan Microsoft Office danPhET" by Hikmawati et al.

Online & Open Educational Resources

1. Microsoft Official Access Tutorials - Available through the Microsoft Education Support Center
2. GCF Global Access Tutorials - The Goodwill Community Foundation
3. Open Oregon Educational Resources - This initiative provides free textbooks and educational materials, including "Beginning Excel 2019"
4. BCampus Open Education - This Canadian initiative offers presentation software guides that include valuable information on presenting data extracted from Access databases.
5. OER Commons Microsoft Access Collection - This curated collection provides **multi**-format resources including lesson plans, activities, and full courses focused on Access instruction.

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CO2	3	3	2	3	3	3	3	1	1	2
CO3	2	3	3	2	3	3	3	3	2	2
CO4	3	2	3	3	2	3	2	3	3	3
CO5	3	3	2	3	2	3	3	3	3	3

1. Moderate 2. High 3. Very high