

DEPARTMENT OF COMPUTER SCIENCE				CLASS: II B.Sc. Computer Science				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours/week	CIA	Ext	Total
IV	SBE-2	20U4DSE2	Office Automation	2	2	25	75	100

Nature of Course			
Knowledge and skill			Employability oriented
Skill oriented			Entrepreneurship oriented

COURSE OBJECTIVES:

This course is designed

- To learn the basic concepts of Word processing tool
- To learn commands and its usage with syntax.

Units	TOPICS	Total Hours: 30 hrs.	K-Levels
Unit -I	MS Word: Introduction to Microsoft Office 2007-Word Processing & Microsoft Word-Introduction to Word Processing-Some Important Terms of Word Processing Starting WordMicrosoft Word Screen-	6 hrs	Up to K2
Unit-2	MS Word : File Menu-Edit Menu-View Menu-Insert Menu Format Menu Tools MenuTable Menu-Window Menu-Help Menu-Formatting the Text- Alignment of Text-Applying FontsSize of Text-Font of the Text-Color of the Text.	6 hrs	Up to K3
Unit-3	MS Excel: Working with Spreadsheets- opening, Saving files, setting Margins, Converting files to different formats(importing, exporting, sending files to others), Spread sheet addressing - Rows, Columns & Cells, Referring Cells & Selecting Cells – Shortcut Keys. Entering & Deleting Data- Entering data, Cut, Copy, Paste, Undo, Redo, Filling Continuous rows, columns, Highlighting values,	6 hrs	Up to K3
Unit-4	MS Excel: Find, Search & replace, Inserting Data, Insert Cells, Column, rows & sheets, Symbols, Formatting Spreadsheets- Labelling columns & rows, Formatting- Cell, row, column & Sheet, Category - Alignment, Font, Border & Shading, Hiding/ Locking Cells,. Working with sheets – Sorting, Filtering, Validation, Consolidation, and Subtotal. Creating Charts - Drawing.	6 hrs	Up to K4

Unit-5	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, Color, Adding Header & Footer, Slide Background, Slide layout. Adding Effects to the Presentation- Setting Animation & transition effect.	6 hrs	Up to K4
--------	---	-------	----------

Books for Study:

1. Vikas Gupta “IT Tools and Applications”- -Dreamtech Press-First edition-2003.

Books for Reference :

1. Microsoft Office 2019 For Dummies by Wallece Wang- Wiley publication.
2. Office 2016 All-in-One For Dummies by Peter Weverka , A Wiley Publisher.

Web resources:

1. http://www.tndte.gov.in/site/wp-content/uploads/2016/07/COA_SYLLABUS.pdf
2. <https://www.msuniv.ac.in/images/econtent/6.Computer%20%20Fundamentals%20and%20Office%20Automation.pdf>

Rationale for Nature of the course:

Usage of office automation system reduces manual effort and store a large amount of data in a small space. They not only streamline day-to-day tasks but also speed up information storage and retrieval. So, this course will help the leaners to be more familiarize in DTP related work.

Activities having direct bearing on Skill development / Employability /Entrepreneurship

- Seminar
- Assignment preparation
- Thinking and analysis on theoretical concepts

Pedagogy:

The teaching methods includes Chalk and talk, PowerPoint, demonstrations, assignments and group discussions.

Lecture schedule:

Unit	Topic	Hrs	Mode
Unit I	Introduction to Microsoft Office 2007-Word Processing	1	Chalk and talk, Quiz and assignment
	Microsoft Word-Introduction to Word Processing	2	
	Some Important Terms of Word Processing Starting Word	2	
	Microsoft Word Screen	1	
Unit II	File Menu-Edit Menu-View Menu-Insert Menu Format Menu Tools	2	Chalk and talk, Group discussion
	Menu Table Menu-Window Menu-Help Menu	1	
	Formatting the Text- Alignment of Text	1	
	Applying Fonts-Size of Text-Font of the Text	1	
	Color of the Text	1	
Unit III	Working with Spreadsheets- opening, Saving files, setting Margins,	2	Chalk and talk, Quiz and assignment
	Converting files to different formats(importing, exporting, sending files to others), Spread sheet addressing - Rows, Columns & Cells,	2	
	Referring Cells & Selecting Cells – Shortcut Keys. Entering & Deleting Data-	1	
	Entering data, Cut, Copy, Paste, Undo, Redo, Filling Continuous rows, columns, Highlighting values,	1	
Unit IV	Find, Search & replace, Inserting Data, Insert Cells, Column, rows & sheets, Symbols, Formatting Spreadsheets- --	2	PPT, Chalk and talk, Quiz and assignment
	Labelling columns & rows, Formatting- Cell, row, column & Sheet, Category	2	
	Alignment, Font, Border & Shading, Hiding/ Locking Cells. Working with sheets	1	
	Sorting, Filtering, Validation, Consolidation, and Subtotal. Creating Charts - Drawing.	1	
Unit V	Introduction to presentation – Opening new presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts.	2	PPT, Chalk and talk, Quiz and assignment
	Creating a presentation - Setting Presentation style, Adding text to the Presentation.	1	
	Formatting a Presentation - Adding style, Color, Adding Header & Footer, Slide Background, Slide layout.	2	
	Adding Effects to the Presentation- Setting Animation & transition effect.	1	

Learning Outcome Based Education & Assessment (LOBE)
Blue Print – Office automation
Articulation Mapping – K Levels with Courses Learning Outcomes (CLOs)
BLUE PRINT FOR INTERNAL ASSESSMENT – I

S. No.	CLOs	K-Level	Section A		Section B		Section C (Either / or Choice)	Section D (Open Choice)
			MCQs		Short Answers			
			No. of Questions	K-Level	No. of Questions	K-Level		
1.	CLO 1	Up to K 2	2	K1 & K2	1	K1	2 (K1&K1)	1(K2)
2.	CLO 2	Up to K 3	2	K1 & K2	1	K2	2 (K2&K2)	1(K3)
No. of Questions to be asked			4		3		4	3
No. of Questions to be answered			4		3		2	2
Marks for each Question			1		2		5	10
Total Marks for each Section			4		6		10	30

BLUE PRINT FOR INTERNAL ASSESSMENT – II

S. No.	CLOs	K-Level	Section A		Section B		Section C (Either / or Choice)	Section D (Open Choice)
			MCQs		Short Answers			
			No. of Questions	K-Level	No. of Questions	K-Level		
1.	CLO 3	Up to K 4	2	K1 & K2	1	K2	2 (K3&K3)	1(K4)
2.	CLO 4	Up to K 3	2	K1 & K2	1	K1	2 (K3&K3)	1(K3)
No. of Questions to be asked			4		3		4	3
No. of Questions to be answered			4		3		2	2
Marks for each Question			1		2		5	10
Total Marks for each Section			4		6		10	30

Learning Outcome Based Education & Assessment (LOBE)

Blue Print – Office Automation

Articulation Mapping – K Levels with Courses Learning Outcomes (CLOs)

S. No.	CLOs	K-Level	Section A		Section B		Section C (Either / or Choice)	Section D (Open Choice)
			MCQs		Short Answers			
			No. of Questions	K-Level	No. of Questions	K-Level		
1	CLO 1	Up to K-2	2	K1 & K2	1	K1	2 (K1&K1)	1(K2)
2	CLO 2	Up to K-3	2	K1 & K2	1	K2	2 (K2&K2)	1(K3)
3	CLO 3	Up to K-4	2	K1 & K2	1	K2	2 (K3&K3)	1(K4)
4	CLO 4	Up to K-3	2	K1 & K2	1	K1	2 (K3&K3)	1(K3)
5	CLO 5	Up to K-4	2	K1 & K2	1	K2	2 (K4&K4)	1(K3)
No. of Questions to be asked			10		5		10	5
No. of Questions to be answered			10		5		5	3
Marks for each Question			1		2		5	10
Total Marks for each Section			10		10		25	30

Distribution of Section-wise Marks with K Levels

K Levels	Section A (No Choice)	Section B (No Choice)	Section C (Either/or)	Section D (Open Choice)	Total Marks	% of Marks without choice	Consolidated
K1	5	4	10	-	19	15.83	42%
K2	5	6	10	10	31	25.83	
K3	-	-	20	30	50	41.67	42%
K4	-	-	10	10	20	16.67	16%
Total Marks	10	10	50	50	120	100.00	100%

Distribution of Unit-wise questions with K Levels

Section A	Section B	Section C	Section D
2 Questions for each Unit (K1 & K2 Level)	1 Question from each Unit (K1 & K2 Level)	2 Questions from Unit-I (K1 Level)	1 Question from Unit-I (K2 Level)
		2 Questions from Unit-II (K3 Level)	1 Question from Unit-II (K3 Level)
		2 Questions from Unit-III (K3 Level)	1 Question from Unit-III (K4 Level)
		2 Questions from Unit-IV (K2 Level)	1 Question from Unit-IV (K3 Level)
		2 Questions from Unit-V (K4 Level)	1 Question from Unit-V (K3 Level)

K1 –Remembering and recalling facts with specific answers

K2 – Basic understanding of facts and stating main ideas with general answers

K3 – Application oriented – Solving Problems

K4 – Examining, analyzing, presentation and make interferences with evidences

COURSE OUTCOMES:

On the completion of the course the students will be able to

COs	COURSE OUTCOME	Knowledge Level (basis of Bloom's Taxonomy)
CO-1	Understand the concepts of word processing and related software platform	Up to K2
CO-2	Explore the commands related with formatting text ,exporting and importing messages into the word document	Up to K4
CO-3	Know the procedures to use the various fonts and change the font colours.	Up to K3
CO-4	Understand the concepts of spread sheet and related menus and command used for creating various sheets.	Up to K4
CO-5	Know the procedures to format the cells and cell related operations	Up to K3
CO-6	Understand the procedures to create the PowerPoint slides and its related functions and animated picture insertion	Up to K3

MAPPING OF COs WITH PSOs:

Course Outcomes	PSO 1 (Knowledge Base)	PSO 2 (Problem Analysis & Investigation)	PSO 3 (Communication Skills & Design)	PSO 4 (Individual and Team Work)	PSO 5 (Professionalism Ethics and equity)	PSO 6 (Life Long Learning)
CO-1	3	3	3	2	3	2
CO-2	1	2	2	1	2	1
CO-3	3	3	3	3	3	2
CO-4	2	2	3	1	2	3
CO-5	2	2	3	2	2	3
CO-6	3	3	3	2	3	2

3- Advanced Application

2- Intermediate

1- Introductory

Course Designer(s):

1. Er.J.Rajendran

2. Prof.P.Sridevi