

PG DEPARTMENT OF COMPUTER SCIENCE				CLASS: I PG				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours/week	CIA	Ext	Total
I	NME - 1	21P1DNM1	Office Automation	2	2	25	75	100

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

### Course Objectives

1. To provide foundations for learning computer concept and skills.
2. To explain the functions of the word processing software as used
3. To become familiar with the excel workbook
4. To construct formulas using built-in functions, relative and absolute references.
5. To create presentations that includes text, graphics, animation and transitions.

Unit	Content	Hrs	K-Level	CLO
I	<b>MS WORD 2010: Creating a Document with Word:</b> Viewing the Word Window – Moving around in a Document - Changing Document Views – Setting Up the Page – Setting Up the Page Margins – Selecting Text – Creating an Outline - Checking Spelling and Grammar – Inserting New Pages and Sections - Adding Header and Footers – Inserting Page Numbers and the Date and Time – Creating a Blog Posting on the Web.	6	Up to K2	1
II	<b>Formatting &amp; Enhancing Document with Word: Formatting a Document with Word:</b> Finding and Replacing Formatting – Changing Paragraph Alignment – Changing line spacing – Displaying Rulers – Setting Paragraph Tabs – Setting Paragraph Indents – Changing Character Spacing – Creating Bulleted and Numbered Lists – Hiding Text. <b>Enhancing a Document with Word:</b> Adding a Watermark – Adding Page Backgrounds - Creating a Table – Entering Text in a Table – Modifying a Table – Adjusting Table Cells – Formatting a Table – Calculating a Value in a Table – Addressing Envelops and labels – Creating a Form Letter.	6	Up to K2	2
III	<b>Creating a Worksheet with Excel:</b> Viewing the Excel Window – Selecting Cells – Moving Around the Workbook – Entering Labels on a Worksheet - Entering values on a Worksheet – Entering Values Quickly with AutoFill – Edition Cell Contents – Clearing cell content – inserting and deleting cell contents – Selecting Rows, Columns and Special Ranges – Selecting and Naming a Worksheet – Inserting and Deleting a Worksheet – Moving and Copying a Worksheet – Adjusting Column Width and Row Height.	6	Up to K2	3

IV	<b>Building a Worksheet with Excel:</b> Understanding Formulas – Understanding Cell Referencing – Creating a Simple formula - Create a Formula Using Formula AutoComplete – Editing a Formula – Naming Cells and Ranges – Simplifying a Formula with Ranges – Calculating Totals with AutoSum – Correcting Formulas – Creating Function – Creating Function using the Library.	6	Up to K2	4
V	<b>Creating Presentation with PowerPoint:</b> Viewing the PowerPoint Window – Creating New and Consistent Slides – Working with Objects – Entering and Editing Text –Modifying a Bulleted and Numbered List – Using Slides from Other Presentations- Making your Presentations Look Consistent - Adding background Style – <b>Delivering a Presentation with PowerPoint:</b> Adding Animation – Adding Slide Timing - Creating Slide Transitions – Inserting Videos and Audio- Creating a Custom Slide Show – Starting a Slides Show – Inserting the Date and Time – Inserting Slide Numbers	6	Up to K2	5

### Book for Study

“Microsoft Office 2010 On Demand” First Edition by Steve Johnson, Perspection, Inc, Published by Pearson Education, 2012.

### Chapters

**Unit I:** 6

**Unit II:** 7, 8

**Unit III:** 9

**Unit IV:** 10

**Unit V:** 12, 13

### Books for Reference

1. “Learning Computer Fundamentals, MS Office and Internet & Web Technology” by Dinesh Maidasani, Third Edition, Firewall Media ,
2. “Working with MS Office 2000” by Content Development Group. Tata McGraw-Hill Publishing Company Limited.
3. “PC Software for Windows 98 Made Simple” by R K Taxali, Tata McGraw-Hill Publishing Company Limited.

### Web Resources

1. <http://www.computer-pdf.com/office/word/12-tutorial-microsoft-word-201.html>
2. <http://www.word-2010.com/>
3. <http://www.guru99.com/inroduction-to-microsoft-excel.html>
4. <http://www.tutorialspoint.com/powerpoint/index.html>

### Rationale for Nature of the course

- Makes it possible for business organization to improve their productivity and recognize easier way to do business in profits.

### Activities on Knowledge and Skill

- Formal Letter Writing
- Resume Writing
- Data Manipulation

### Activities on Employability Oriented

- Data Entry Operation
- Report Generation with Calculation

## Pedagogy

Chalk and talk, Materials, PPT, Assignment, Seminar, Problem solving, Group discussion, Interaction and Demonstration.

## Course Designer(s) Name

1. Mrs. K. Ima
2. Mrs. R. Laksha Priya

### Lesson Plan

UNITS	Topics to be covered	Hours	Mode
I	MS WORD 2010	6	Lecture, PPT
II	Formatting & Enhancing Document with Word	6	Lecture,
III	Creating a Worksheet with Excel	6	Lecture, PPT
IV	Building a Worksheet with Excel	6	Lecture, PPT
V	Creating a Presentation with PowerPoint	6	Lecture, GD, Assignment

## Course Learning Outcomes

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

CLOs	COURSE LEARNING OUTCOMES	K - Levels
CLO 1	Describe how to create a Document using Microsoft Word.	Up to K2
CLO 2	Learn the concepts of Formatting & Enhancing Document using Microsoft Word	Up to K2
CLO 3	Design and Create a Worksheet using Microsoft Excel .	Up to K2
CLO 4	Perform various calculation using formulae.	Up to K2
CLO 5	Design a slide show using Microsoft PowerPoint	Up to K2

## Mapping of CLOs with POs

CLOs / POs	PO1	PO2	PO3	PO4	PO5	PO6
CLO 1	2	2	2	2	2	1
CLO 2	2	2	3	2	3	2
CLO 3	2	2	3	2	3	2
CLO 4	2	2	3	2	3	3
CLO 5	2	2	3	2	2	2

(3 –Advanced Application, 2 – Intermediate Level, 1- Basic Level)

**Continuous Internal Assessment (CIA): 25 Marks**

Components	Marks	K Level
Test (Average of two tests) (Conducted for 40 marks and converted into 10 marks)	10	(Refer Next Table)
Assignment	5	K2
Seminar	5	K2
Quiz	5	K2
Total	25	

**Learning Outcome Based Education & Assessment (LOBE)****Formative - Blue Print – Model for Office Automation****Articulation Mapping – K Levels with Courses Learning Outcomes (CLOs)**

Units	CLOs	K- Level	Section A		Section B (Either/or Choice)	Section C (Open Choice)
			Short Answers			
			No of Questions	K - Level		
1	CLOX	Up to K2	2	K1	2(K2&K2)	2(K1)
2	CLOY	Up to K2	1	K1	2(K2&K2)	1(K1)
No. of Questions to be asked			3		4	3
No. of Questions to be answered			3		2	2
Marks for each question			2		7	10
Total Marks for each section			6		14	20

- CLO5 will be allotted for individual Assignment which carries five marks as part of CIA component.

**Distribution of Section-wise Marks with K Levels (CIA I & II)**

K - Levels	Section A (No Choice)	Section B (No Choice)	Section C (Either/or)	Total Marks	% of Marks without choice	Consolidated %
<b>K1</b>	6	-	30	36	<b>56.25</b>	100
<b>K2</b>	-	28	-	28	<b>43.75</b>	
<b>Total Marks</b>	<b>6</b>	<b>28</b>	<b>30</b>	<b>64</b>	<b>100.00</b>	<b>100%</b>

**Learning Outcome Based Education & Assessment (LOBE)**  
**Summative - Blue Print – Model for Office Automation**  
**Articulation Mapping – K Levels with Courses Learning Outcomes (CLOs)**

UNITS	CLOs	K- Level	Section A		Section B		Section C (Open Choice)
			Short Answers		(Either/or Choice)		
			No of Questions	K - Level	No of Questions	K - Level	
1	CLO1	Up to K2	1	K1	1	K2& K2	1(K1)
2	CLO2	Up to K2	1	K1	1	K2& K2	1(K1)
3	CLO3	Up to K2	1	K1	1	K2& K2	1(K1)
4	CLO4	Up to K2	1	K1	1	K2& K2	1(K1)
5	CLO5	Up to K2	1	K1	1	K2& K2	1(K1)
No. of Questions to be asked			5		10		5
No. of Questions to be answered			5		5		3
Marks for each question			2		7		10
Total Marks for each section			10		35		30

- K1 – Remembering and recalling facts with specific answers
- K2 – Basic understanding of facts and stating main ideas with general answers

**Distribution of Section – wise Marks with K Levels \***

K Levels	Section A Short Answers	Section B (Either/or Choice)	Section C (Open Choice)	Total Marks	% of Marks without choice	Consolidated
<b>K1</b>	10	-	50	<b>60</b>	46.16	<b>46%</b>
<b>K2</b>	-	70	-	<b>70</b>	53.84	<b>54%</b>
<b>Total Marks</b>	10	70	50	<b>130</b>	100	<b>100%</b>