

CO 1	✓			✓
CO 2	✓	✓		✓
CO 3	✓	✓		✓
CO 4	✓		✓	✓

12. OFFICE AUTOMATION

Discipline	COMPUTER SCIENCE				
Course Code	UK2MDCCSC101				
Course Title	OFFICE AUTOMATION				
Type of Course	MDC				
Semester	II				
Academic Level	1				
Course Details	Credit	Lecture per week	Tutorial per week	Practical per week	Total Hours/Week
	3	2 hours	-	2 hours	4 hours
Pre-requisites	Basic Knowledge in operating Computers				
Course Summary	The course covers both theoretical aspects and practical skills in office automation tools for day to day life.				

Detailed Syllabus:

Module	Unit	Content	Hrs (L+P)
I		Open Office Writer for Document Preparation	12

	1	Introduction to Office automation- Advantages of office automation, Software classification, Proprietary software, free software, Open access software, Office automation packages	
	2	Documentation using Open Office writer: - features of the software, creating and editing document, Auto-text, Autocorrect	
	3	Spelling and Grammar Tool, Document Dictionary, Find and Replace	
	4	Formatting the document- character formatting, paragraph formatting, page formatting, bulleted and numbered list, inserting images, header & footer, page number.	
II		Advanced features of Open Office Writer	12
	5	Creating tables	
	6	Using Mail merge	
	7	Creating document from templates, previewing and printing documents	
III		Open Office Calc for Data Manipulation	12
	8	Electronic Spread Sheet - Introduction to Spread Sheet, adding and removing worksheet, inserting, deleting, copying , moving and formatting cells.	
	9	Working with Formula , cell reference –Absolute, relative and mixed	
	10	Functions – Mathematical, statistical, logical functions	
	11	Charts- types of charts, Components of charts, Creating and formatting charts	
	12	Advanced features – Pivot table & Pivot Chart, Linking and Consolidation.	
IV		Open Office Impress for Presentation	12
	13	Presentation using Open Office Impress-, Creating presentation, Adding , removing , moving ,rearranging and enhancing Slides	
	14	Inserting picture, Word Art, formatting background, adding sounds and video clips	
	15	Inserting Charts & Organizational Charts	
	16	Setting animation and transitions	

	17	Creating hyperlinks in presentations, rehearsing and setting up slide show	
V	Flexi Module: Not included for End Semester Exams		
	18	Familiarization of other automation packages for word processing, data manipulation and presentation	12

Text Books

1. Office Automation: A User-Driven Method, Don Tapscott, Springer-Verlag New York Inc
2. OpenOffice.org For Dummies, Gurdy Leete, Ellen Finkelstein, Mary Leete
3. OpenOffice 3.4 Volume I: Write, Christopher N. Cain and Riley W. Walker, Quantum Scientific Publishing,
4. OpenOffice 3.4 Volume II: Calc, Christopher N. Cain and Riley W. Walker, Quantum Scientific Publishing,
5. OpenOffice 3.4 Volume III: Base, Christopher N. Cain and Riley W. Walker, Quantum Scientific Publishing

Web Resources:

1. OpenOffice.org 3.3 Writer Guide by OOoAuthors Team:
<https://www.openoffice.org/documentation/manuals/userguide3/0200WG3-WriterGuide.pdf>

Lab Exercises:

- **Open Office Writer**
 1. Creating Resumes/CVs: Design and format professional resumes or curriculum vitae (CV) using Writer's formatting tools
 2. Create brochure for organizations, clubs, or businesses using text formatting, and graphics insertion
 3. Design and create business letters and proposals using formatting features.
 4. Create Product Catalogs/Inventory lists using table and images
 5. Create tables to summarize sales data, including revenue, units sold, product categories
 6. Create personalized form letters by merging recipient-specific information such as names, addresses, and salutations into a standard letter
- **Open Office Calc**

1. Create a Spreadsheet for preparation of Marklist
 2. Create a Spreadsheet for preparation of Ranklist of students
 3. Create a Spreadsheet for preparation of Payroll Processing
 4. Create a Spreadsheet for sales analysis of salesmen using suitable chart
 5. Using suitable charts compare performance metrics such as sales figures over time periods.
- **Open Office Impress**
 1. Create orientation presentations for new students
 2. Create visually appealing presentations for presenting a topic in the class
 3. Design dynamic presentations for a product launch to highlight the features
 4. Design presentations for an awareness program
 5. Compile activity reports summarizing the activities of student clubs, organizations, or academic departments.

Course Outcomes

No.	Upon completion of the course the graduate will be able to	Cognitive Level	PSO addressed
CO-1	Use different types of software to create, edit, format, save and print office documents.	Ap	PSO-1, 3
CO-2	Experiment with advanced features of word processor	Ap	PSO-1,3
CO-3	Manipulate data using spreadsheet software.	Ap	PSO-1,2,3
CO-4	Develop professional presentations using Presentation software.	Ap	PSO-1,2,3

R-Remember, U-Understand, Ap-Apply, An-Analyse, E-Evaluate, C-Create

Note: 1 or 2 COs/module

Name of the Course: OFFICE AUTOMATION

Credits: 2:0:1 (Lecture:Tutorial:Practical)

CO No.	CO	PO/PSO	Cognitive Level	Knowledge Category	Lecture (L)/ Tutorial (T)	Practical (P)
1	Use different types of software to create, edit, format, save and print office documents.	PO-5, 6, 7 PSO-1, 3	Ap	F, C	L	P
2	Experiment with advanced features of word processor	PO-5, 6, 7 PSO-1, 3	Ap	F, C, P	L	P
3	Manipulate data using spreadsheet software.	PO-1, 2, 6, 7 PSO-1, 2, 3	Ap	F, C, P	L	P
4	Develop professional presentations using Presentation software.	PO-3, 6, 7 PSO-1, 2, 3	Ap	F, C, P	L	P

F-Factual, C- Conceptual, P-Procedural, M-Metacognitive

Mapping of COs with PSOs and POs :

	PO1	PO2	PO 3	PO 4	PO5	PO 6	PO7	PO8	PSO 1	PSO 2	PSO3	PSO 4
CO 1	-	-	-	-	1	1	1	-	2	-	1	-
CO 2	-	-	-	-	1	1	2	-	2	-	2	-
CO 3	2	2	-	-	-	1	2	-	2	2	2	-
CO 4	-	-	2	-	-	1	2	-	2	1	2	-

Correlation Levels:

Level	Correlation
-	Nil
	Slightly / Low
2	Moderate / Medium
3	Substantial / High

Assessment Rubrics:

- Quiz / Assignment/ Quiz/ Discussion / Seminar
- Midterm Exam
- Programming Assignments
- Final Exam

Mapping of COs to Assessment Rubrics:

	Internal Exam	Assignment	Lab Assessment	End Semester Examinations
CO 1	✓	✓	✓	✓
CO 2	✓		✓	✓
CO 3	✓	✓	✓	✓
CO 4	✓		✓	✓

13. SOCIAL MEDIA MANAGEMENT

Discipline	COMPUTER SCIENCE
Course Code	UK2MDCCSC102