

Branch Name:	Computer Engineering
Program Code:	ET404
Course Name:	Office Automation
Course Code:	2ET4000113
Pre-requisite Course:	----

Course Objectives: (Min 3)

1. To provide an in-depth training in use of office automation, internet and internet tools.
2. The course also helps the candidates to get acquainted with IT.
3. Student will be familiar with different types of features of word, excel and power-point and utilize those features in office related works.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
0	-	4	2	-	-	40	60	100

Subject Contents:

SR. NO.	TOPICS	TOTAL HOURS
1	DOS 1.1 Introduction to DOS 6.22 and advanced versions 1.2 DOS basic controls DIR, MD, RD, CD, COPY, REN, DEL, EDIT commands 1.3 Customizing with DOS 1.4 Computer fundamentals	06
2	WINDOWS 2.1 What is Windows? 2.2 Introduction to windows and Advanced Window Versions 2.3 Windows Basic Control 2.4 Working With Programs 2.5 Managing Files and Folders 2.6 Customizing With Windows 2.7 Accessories of Windows	08

3	OFFICE AND INTERNET 3.1 How Office Works Menu, Toolbars and more 3.2 Offices and Internet 3.3 Getting Help from the office assistant	06
4	WORD 4.1 Creating a New Office Document 4.2 Opening and Editing Documents 4.3 Making Documents Look Great 4.4 Fancy Word Tricks	12
5	EXCEL 5.1 Creating New Workbooks and Worksheets 5.2 Building a Better Worksheet 5.3 Making Your Worksheet Look Great 5.4 From Numbers to Pictures: All About Charts 5.5 Extra Special Excel Tricks 5.6 Making a Bill in Excel	12
6	POWERPOINT 6.1 Creating New Presentation 6.2 Making Great Looking Presentation 6.3 Showtime! Presenting on Paper, In Person and on the Wave Making on Organization Structure in Power Point	12

SUGGESTED LIST OF EXERCISES/PRACTICAL/EXPERIMENTS:

- 1 Use of various DOS Commands
2. Identify various windows controls (menu, toolbar, icon, shortcut etc)
3. Use of internet in office related work
4. Create word documents, edit word documents and apply different attributes/properties on it.
5. Create spread sheets for various purposes and apply function/formulas in it.
6. Create power point presentations using different animation options for text, images, slides etc.
7. Combination of word and excel as database using mail-merge.

Text Books / Reference Books:

Sr. No.	Title of Books	Author	Publication
1.	Open Office Basic: An Introduction	James Steinberg	Gold Turtle Publishing
2.	Microsoft Office 2003 Bible	Edward C Willett	Wiley Dreamtech

List of Open Source Software/learning website:

- a. <https://www.tutorialspoint.com/>
- b <https://www.youtube.com/user/howtechoffice>
- c. <https://www.openoffice.org/>
- d. <https://www.libreoffice.org/>

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	Make documents, spreadsheets, small presentations and would be acquainted with internet.	2 Understanding
CLO2	Use of internet in office related work	2 Understanding
CLO3	Create word documents, edit word documents and apply different attributes/properties on it.	3 Applying 6 Creating
CLO4	Create spread sheets for various purposes and apply function/formulas in it.	3 Applying 6 Creating
CLO5	Create power point presentations using different animation options for text, images, slides etc.	5, 3, 6 Evaluate, Applying, Creating
CLO6	Combination of word and excel as database using mail-merge	6 Creating

Course Learning Outcomes	Program Outcomes(Pos)											
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CLO1	L											
CLO2	M											
CLO3	H						M					
CLO4	M					L						
CLO5	H	M		M			H					
CLO6	M	L		L								L

H: High, M: Medium, L: Low