

|                             |                   |
|-----------------------------|-------------------|
| <b>Branch Name:</b>         | IMCA              |
| <b>Program Code:</b>        | CS301             |
| <b>Course Name:</b>         | Office Automation |
| <b>Course Code:</b>         | 2CS3010106P       |
| <b>Prerequisite Course:</b> | NIL               |

### Course Objective:

1. The course aims to make the students familiar with various office automation tools for day-to-day office work which include documentation, data analysis and presentation
2. Also, the course intends to make the students acquainted with various operating systems.
3. The course also helps students understand the significance of using open source software/applications.

### Teaching and Examination Scheme:

| Teaching Scheme<br>(Hours per week) |                 |                  |        | Evaluation Scheme (Marks) |                          |                          |                          |                  |
|-------------------------------------|-----------------|------------------|--------|---------------------------|--------------------------|--------------------------|--------------------------|------------------|
| Lecture<br>(L)                      | Tutorial<br>(T) | Practical<br>(P) | Credit | Theory (Marks)            |                          | Practical (Marks)        |                          | Total<br>(Marks) |
|                                     |                 |                  |        | University<br>Assessment  | Continuous<br>Assessment | University<br>Assessment | Continuous<br>Assessment |                  |
| -                                   | -               | 4                | 2      | -                         | -                        | 25                       | 25                       | 50               |

### List of Experiments:

**Note:** The experiment list provided beneath is for reference only. The course teacher may change/formulate it as per his/her methodology and requirement.

### Practical List

#### 1. Word Processor.

##### Practical may be given for

- Creating the documents with Special effects like underline, bold, different size, different font, and Different color etc.
- Find and Replace operations like cut, paste, copy clipboard.
- Inserting Date & Time, Pictures, and Bullets & Numbering etc.
- Paragraphs, bullets, indentation etc. Formatting features.
- Printing the documents, it includes paper-size, margins, header and footer, page no.
- Creating a table.
- Mail merge, spell-check
- Drawing table.

#### 2. Spreadsheet application.

##### Practical may be given for

- Creating a spreadsheet.
- Printing, Inserting, Deleting, Copying, Moving spreadsheet.
- Formulas, Built-in functions.
- Graph-Plotting facilities.
- Goal seek
- Formatting cells, spreadsheet etc.
- Protection facility

- Pivot tables
- Macro facility
- Create employee salary slip in spreadsheet
- Create Employee Salary Slip in spreadsheet
- Create Student Mark sheet in spreadsheet

### **3. Multimedia presentation.**

#### **Practical may be given for**

- Creating a presentation
- Create Content: Add text, insert pictures, and format tables or charts to present data clearly.
- Use Themes: Apply pre-designed templates or use Designer to instantly generate professional layouts without design experience.
- Slide Master: Adjust fonts, colors, and logos across your entire presentation at once using the Slide Master tool.
- Transitions: Control how the screen changes as you move from one slide to the next (e.g., fades or pushes).
- Animations: Make specific text or images appear, move, or emphasize themselves on a slide.
- Multimedia: Embed audio clips and videos directly into your slides to capture your audience's attention.
- Inserting/Deleting slides
- Different slide views
- Editing slides.
- Slide transition & editing special effects
- Inserting sound, pictures, charts, and organization charts.

#### **Text Books:**

1. Open Office Basic: An Introduction, by James Steinberg (Author), published by Gold Turtle Publishing
2. Getting Started with Open Office (Libre Office): The Free Replacement for Microsoft Office, by Rob Spahitz (Author), Jack Dunning (Foreword), Publisher: Computer Edge E-Books

#### **Reference Books:**

1. How to Use Open Office Writer 3.3 by Kerie Hinchliffe (Author), Published by Quantum Scientific Publishing
2. Open Office 3.4 Volume II: Calc: by Christopher N. Cain (Author), Riley W. Walker (Author), Published by Quantum Scientific Publishing
3. Open Office 3.4 Volume III: Base by Christopher N. Cain and Riley W. Walker, published by Quantum Scientific Publishing
4. OpenOffice 3.4 Volume IV: Impress by Christopher N. Cain and Riley W. Walker, published by Quantum Scientific Publishing
5. OpenOffice.org 3.3 Math Guide By ODFAuthors Team published by Friends of OpenDocument Inc

#### **List of open-source software/learning websites:**

1. <https://www.openoffice.org/>
2. <https://www.libreoffice.org>
3. <http://www.ee.surrey.ac.uk/Teaching/Unix/>
4. <http://www.freeos.com/guides/lsst/ch02sec01.html>

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

| CLO  | Description                                                                               | Bloom's Taxonomy Level       |
|------|-------------------------------------------------------------------------------------------|------------------------------|
| CLO1 | Describe the basics of various operating platforms.                                       | Remembering<br>Understanding |
| CLO2 | Understand the importance of using open-source software/applications.                     | Understanding                |
| CLO3 | Identify and select various tools and techniques for different office-related jobs.       | Understanding                |
| CLO4 | Prepare office documentation using office automation tools.                               | Understanding,<br>Applying   |
| CLO5 | Calculate data and create data reports, charts, and graphs using office automation tools. | Understanding<br>Evaluating  |
| CLO6 | Prepare a data presentation slide with effects using office automation tools.             | Understanding<br>Applying    |

**Mapping of CLOs with Pos & PSOs**

| Course Learning Outcomes | Program Outcomes (POs) |     |     |     |     |     |     |     |     |      |      |      | Program-Specific Outcomes(PSOs) |      |
|--------------------------|------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|---------------------------------|------|
|                          | PO1                    | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 | PSO1                            | PSO2 |
| CLO1                     | H                      | H   | -   | M   | -   | L   | -   | L   | M   | -    | L    | -    | M                               | -    |
| CLO2                     | -                      | H   | H   | -   | M   | -   | L   | -   | M   | L    | -    | -    | -                               | M    |
| CLO3                     | -                      | -   | H   | M   | -   | L   | -   | L   | -   | M    | -    | M    | H                               | -    |
| CLO4                     | L                      | -   | H   | -   | M   | -   | -   | -   | M   | -    | L    | -    | L                               | -    |
| CLO5                     | -                      | M   | -   | H   | H   | H   | -   | L   | -   | M    | -    | L    | -                               | L    |
| CLO6                     | M                      | -   | L   | -   | H   | H   | -   | M   | -   | -    | M    | -    | M                               | -    |

**H:High, M:Medium, L:Low**