FACULTY OF COMPUTER SCIENCE

Master of Computer Application (Integrated) (Sem-I)
In Effect from Academic Year 2023-24

Branch Name:	IMCA
Program Code:	CS301
Course Name:	Office Automation
Course Code:	1CS3010106P
Pre-requisite Course:	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 (Hours per week)				Evaluation Scheme (Marks)				
				Theory		Practical		
Lecture	Tutorial	Practical	Credit	University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	Total
-	-	3	3	-	-	25	25	50

Course Contents:

Unit No	Topic	Total Hours	Weightage (%)
1	**Introduction of Operating Systems and Working with files Introduction of Operating System:** DOS and Windows Family **DOS:** Internal & External commands, Wildcard Character, file name Rules, Creating/Editing file, batch file. **Open Source Options for Office Package Tools** **Introduction to Apache Open Office and/or LibreOffice**	06	20
2	**Word Processor (E.g. Writer):** Features, working area, Menus, Commands, Toolbars, Buttons, Shortcuts, Creating/ Formatting/Printing and other operations on a document. Spell Check , Find & Replace, Headers & Footers , Inserting – Page Numbers, Pictures, Auto texts, Symbols , Working with Columns, Tabs & Indents, Creation & Working with Tables ; Margins & Space management in Document; Mail Merge.	10	30
3	**Spreadsheet application (E.g. Calc):** Calculate, analyze and present data in numerical reports, charts or graphics. Pulling-in raw data from databases, natural language formulas, a quick sum button, wizards, styles and a scenario Manager for "what if" analysis.	10	30
4	**Multimedia Presentation (E.g. Impress):** Working with draw, outline, slides and notes. Hands on drawing and diagramming tools, slideshow animation and effects.	06	20

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

References 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 website:

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

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
✔ Inserting/Deleting slides
✔ Different slide views
✔ Editing slides.
✔ Slide transition & editing special effects
✔ Inserting sound, picture, chart, organization chart.

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

CLO	Description	Bloom's Taxonomy Level
CLO1	Describe basics of various operating platforms.	Remembering Understanding
CLO2	Understand the importance of using open source Software/Application	Understanding
CLO3	Identify and select various tools and techniques for different office related jobs.	Understanding
CLO4	Prepare Office documentation using office automation tools.	Understanding, Applying
CLO5	Calculation of data and Create Data reports, charts and graphs using office automation tools.	Understanding Evaluating
CLO6	Prepare Data presentation slide with effect using office automation tools.	Understanding 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