

DEPARTMENT OF INFORMATION TECHNOLOGY				CLASS: II B.Sc. Information Technology				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours/week	CIA	Ext	Total
III	SBE – I	20U3FSM1	Office Automation	2	2	25	75	100

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

Course Objectives

1. To enable the user, to create, formatting and enhancing documents.
2. To develop a spreadsheet application.
3. To impart the knowledge of building worksheet with EXCEL.
4. To learn the concepts of creating a database with Ms-Access.
5. To learn the manipulation of data with Ms-Access.

UNIT	CONTENT	Hrs	K-Level	CLO
I	MS WORD 2010: Creating a Document with Word: Viewing the Word Window – Moving around in a Document - Changing Document Views – Setting Up the Page – Setting Up the Page Margins – Selecting Text – Adding Header and Footers – Inserting Page Numbers and the Date and Time – Creating a Blog Posting on the Web. Formatting a Document with Word: 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.	6	Up to K3	1
II	Creating a Worksheet with Excel: 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 K3	2
III	Building a Worksheet with Excel: 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 K4	3

IV	Creating a Database with Access: Understanding How Database Store Data – Creating a Database – Viewing the Access Window- Changing Database Display Options – Viewing Database Objects- Working with Database Objects-Planning Tables- Creating a Table by Entering Data-Creating An Application Part Using A Template- Creating A Table Using SharePoint	6	Up to K2	4
V	Locating, Managing Data With Access: Working With A Table- Importing Data Into Tables- Working With A Table In Design View- Working With Fields-Specifying Data Types And Field Properties- Creating Field Properties-Creating Input Masks- Creating A Lookup Field-Planning Table Relationships-Defining Table Relationships- Ensuring Referential Integrity-Sorting Records-Filtering Out Records.	6	Up to K3	5

Book for Study

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

Chapters

- Unit I : 6,7
- Unit II : 9
- Unit III : 10
- Unit IV : 14
- Unit V : 14,15

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”- Tata McGraw-Hill Publishing Company Limited.

Web Resources

1. <https://vignan.ac.in/subjectsnew/BC111.pdf>
2. <http://www.guru99.com/inroduction-to-microsoft-excel.html>
3. <http://www.tutorialspoint.com/powerpoint/index.html>

Rationale for Nature of the course

- It is used to digitally create, store, manipulate rely office information and data needed for accumulation basic tasks and goals.

Activity on Skill Development

- Formal Letter Writing
- Resume Writing
- Presentation Design
- Bill Calculations
- Report Generation

Activities on Employability

- Data Entry operations
- Performance Reporting
- Office Administration

Course Designer(s) Name

1. Mrs. R. Lakshpriya
2. Ms. S. Saranya

Pedagogy

Chalk and Talk, PPT, Assignment, Projector, Demonstration, Practical Session.

Lesson Plan

Unit	Topic	Hours	Mode
I	MS WORD 2010: Creating a Document with Word: Viewing the Word Window – Moving around in a Document - Changing Document Views – Setting Up the Page – Setting Up the Page Margins – Selecting Text – Adding Header and Footers – Inserting Page Numbers and the Date and Time – Creating a Blog Posting on the Web.	3	Chalk and Talk, Demo Session
	Formatting & Enhancing Document with Word: Formatting a Document with Word: 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.	3	Demo Session
II	Creating a Worksheet with Excel: Creating a Worksheet with Excel: 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.	3	Demo Session
	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	3	PPT
III	Building a Worksheet with Excel: Building a Worksheet with Excel: Understanding Formulas – Understanding Cell Referencing – Creating a Simple formula - Create a Formula Using Formula AutoComplete – Editing a Formula – Naming Cells and Range.	3	Demo Session
	Simplifying a Formula with Ranges – Calculating Totals with AutoSum – Correcting Formulas – Creating Function – Creating Function using the Library.	3	PPT

IV	Creating a Database with Access: Understanding How Database Store Data – Creating a Database – Viewing the Access Window- Changing Database Display Options – Viewing Database Objects- Working with Database Objects-Planning Tables- Creating a Table by Entering Data-Creating An Application Part Using A Template- Creating A Table Using SharePoint-	4	Demo Session
		2	Practical Session
V	Creating A Database With Access: Working With A Table-Importing Data Into Tables- Working With A Table In Design View- Working With Fields-Specifying Data Types And Field Properties- Creating Field Properties Creating Input Masks- Creating A Lookup Field-Planning Table Relationships-Defining Table Relationships- Ensuring Referential Integrity-Sorting Records-Filtering Out Records.	3	Demo Session
		3	Practical Session Assignment

Course Learning Outcomes

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

CLOs	Course Learning Outcomes	K - Levels
CLO 1	Learn the concepts of Formatting & Enhancing Document using Microsoft Word	Up to K3
CLO 2	Design and Create a Worksheet using Microsoft Excel	Up to K3
CLO 3	Perform various calculation using formulae.	Up to K4
CLO 4	Examine database concepts and explore the Ms-Access environment.	Up to K2
CLO 5	Build a new database with related tables and to create records.	Up to K3

Mapping of CLOs with PSOs

CLOs/PSOs	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CLO 1	3	-	2	-	1	1
CLO 2	3	1	2	2	1	2
CLO 3	3	-	1	-	1	2
CLO 4	3	1	2	3	2	1
CLO 5	3	2	3	3	3	1

(3 – Advanced Applications, 2 – Intermediate Level, 1 – Basic Level)

Mapping of CLOs with POs

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

(3 – Advanced Applications, 2 – Intermediate Level, 1 – Basic Level)

Learning Outcome Based Education & Assessment (LOBE)

Formative Exam – Blue Print – Office Automation (CIA I & II)

Articulation Mapping - K Levels with Courses Learning Outcomes (CLOs)

Internal	CLOs	K- Level	Section A		Section B		Section C (Either/or Choice)	Section D (Open Choice)
			MCQs		Short Answers			
			No. of Questions	K- Level	No. of Questions	K- Level		
CIA I	CLO 1	Up to K3	2	K1& K2	1	K1	2(K3&K3)	1(K3)
	CLO 2	Up to K3	2	K1& K2	2	K2	2(K2&K2)	2(K3)
CIA II	CLO 3	Up to K4	2	K1 & K2	1	K2	2(K4&K4)	1(K4)
	CLO 4	Up to K2	2	K1 & K2	2	K2	2(K1 & K1)	2 K2)
Question Pattern (CIA I & II)	No. of Questions to be asked		4		3		4	3
	No. of Questions to be answered		4		3		2	2
	Marks for each question		1		2		5	10
	Total Marks for each section		4		6		10	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 *

K Levels	Section A (No Choice)	Section B (No Choice)	Section C (Either/or)	Section D (Open Choice)	Total Marks	% of Marks without choice	Consolidated %
K1	2	2	-	-	4	6.67	33
K2	2	4	10	-	16	26.67	
K3	-	-	10	30	40	66.66	67
K4	-	-	-	-	-	-	-
Total Marks	4	6	20	30	60	100.00	100%
K Levels	Section A (No Choice)	Section B (No Choice)	Section C (Either/or)	Section D (Open Choice)	Total Marks	% of Marks without choice	Consolidated
K1	2	-	10	-	12	20	67
K2	2	6	-	20	28	46.66	
K3	-	-	-	-	-	-	-
K4	-	-	10	10	20	33.34	33
Total Marks	4	6	20	30	60	100.00	100%

Learning Outcome Based Education & Assessment (LOBE)

Blue Print for Summative Examination – Office Automation

Articulation Mapping – K Levels with Courses Learning Outcomes (CLOs)

S.No	CLOs	K- Level	Section A		Section B		Section C (Either/or Choice)	Section D (Open Choice)
			MCQs		Short Answers			
			No Of Questions	K - Level	No Of Questions	K - Level		
1	CLO 1	Up to K3	2	K1& K2	1	K1	2(K3&K3)	1(K3)
2	CLO 2	Up to K3	2	K1& K2	1	K2	2(K2&K2)	1(K3)
3	CLO 3	Up to K4	2	K1 & K2	1	K2	2(K4&K4)	1(K4)
4	CLO 4	Up to K2	2	K1 & K2	1	K2	2(K1 & K1)	1(K2)
5	CLO 5	Up to K3	2	K1 & K2	1	K1	2(K3&K3)	1(K3)
No. of Questions to be asked			10		5		10	5
No. of Questions to be answered			10		5		5	3
Marks for each question			1		2		5	10
Total Marks for each section			10		10		25	30

- K1 – Remembering and recalling facts with specific answers
- K2 – Basic understanding of facts and stating main ideas with general answers
- K3 – Application oriented – Solving Problems
- K4 – Examining, analyzing, presentation and make inferences with evidences

Distribution of Section – wise Marks with K Levels *

K Levels	Section A (No Choice)	Section B (No choice)	Section C (Either/or)	Section D (Open choice)	Total Marks	% of Marks without	Consolidated
K1	5	4	10	-	19	15.83	42%
K2	5	6	10	10	31	25.83	
K3	-	-	20	30	50	41.67	42%
K4	-	-	10	10	20	16.67	16%
Total Marks	10	10	50	50	120	100	100%