

KU5SECBBA300: OFFICE AUTOMATION

| Semester | Course Type | Course Level | Course Code | Credits | Hours/Week |
|----------|-------------|--------------|--------------|---------|------------|
| V | SEC | 300-399 | KU5SECBBA300 | 3 | 4 |

| Learning Approach (Hours/ Week) | | | Marks Distribution | | | Duration of ESE (Hours) |
|---------------------------------|-----------------------|----------|--------------------|------------|-------|-------------------------|
| Lecture | Practical/ Internship | Tutorial | CE | ESE | Total | |
| 2 | 2 | 0 | 15 T +10 P | 35 T +15 P | 75 | 1.5 |

Course Objective:

To provide and develop office automation skills among students . and to manage an office using various Office automation tools.

Course Outcomes:

| CO No. | Expected Outcome | Learning Domains |
|--------|--|------------------|
| 1 | Explain fundamentals and use of computers in day-to-day work environment. | U |
| 2 | Prepare and develop skills in correspondence, maintain office records and filing practices. | C |
| 3 | Up to date and expand the basic informatics skills necessary in the emerging knowledge society | E |
| 4 | Effectively utilize the digital knowledge resources for their studies | C |
| 5 | State the areas where IT can be used effectively | C |
| 6 | Manage routine office activities by using computers to store, retrieve and share data. | An |



Contents for Classroom Transaction:

| M O D U L E | U N I T | DESCRIPTION | HOURS |
|--|----------------------------|--|--------------|
| | | Office Management | 10 |
| I | 1 | Office Management –meaning-concepts of organization- Departmentation of modern office-Managing office routines- | |
| | 2 | Workplace - meaning-workplace text and correspondence-Features- types of work place texts -IT and workplace-issues and concerns- digital divide-cyber ethics and cyber crimes-information overload- computer and internet –E-waste. | |
| | | Fundamentals of computer System | 10 |
| II | 3 | Fundamentals of computer system-meaning and functions-functional units of computer-peripherals of computer-operating system- | |
| | 4 | hardware and soft ware-types of computers-Computer Generations- various computer terms and their functions | |
| | | Data Management System | 10 |
| III | 5 | Ergonomics Guidelines-meaning-basic guidelines –work safety on computer-Basic precautions-cyber security-confidentiality in workplace-confidentiality standards and security measures. | |
| | 6 | Electronic data management system-importance-collection and handling of data-electronic filing-classification of filing(conventional, modern and other methods). Electronic File Management System | |
| IV | | Programmes for Office Management | 10 |



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|---|--|--|
| 7 | Programmes for Office Management-Introduction to word processing-software packages for word processing-creating a document-edit, save, printing a document in word processor-mail merge- (Practical) | |
| 8 | Power Point Presentation-introduction to presentation-software packages for presentation-creating presentation slides –application tools for slide preparation and presentation- Virtual Office and Video Conferencing for Work Related Meetings (20 Hour Practical) | |

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| V | Teacher Specific Module (Practicum) | 20 |
| | IT Practical, Collaboration Tools for Office | |

Reference.

- 1.V. Rajaraman : Introduction to Information Technology. PrenticeHall
2. Technology in Action : Pearson.
3. Alexis Leon & Mathews Leon : Computer Today, Leon Vikas.
4. V.K.Jain : Computer Fundamentals
5. Vijay Kumar Khurana : Management of Information Technology -

Assessment Rubrics:

| Evaluation Type | | Marks |
|------------------------------|---|-------------|
| End Semester Evaluation | | 35 |
| IT Practical (Practicum) | | 15 P |
| Practical Viva voce | | 10 P |
| Continuous Evaluation | | 15 |
| a) | Test Paper- 1 | 5 |
| b) | Test Paper-2 | 5 |
| c) | Seminar/Book/ Article Review/ Viva-Voce/Field Report/ Assignment | 5 |
| Total | | 75 |

