Total	**100**

COURSE TITLE: Informatics Tools for Office Automation

Semester	Course Type	Course Level	Course Code	Credits	Total Hours
V	DSC	300 - 399	KU5DSECOM305	4	75

Learning Approach (Hours/ Week)			**Marks Distribution (Theory)**			**Marks Distribution (Practicum)**			**Total Marks (T+P)**	**Duration of ESE (Hours)**
Lecture	**Practicum**	**Tutorial**	**ESE**	**CE**	**Total**	**ESE**	**CE**	**Total**		
3	2	-	50	25	**75**	15	10	**25**	**100**	**1½**

Course Description:

This is a practicum-oriented course designed to impart hands-on proficiency in essential office automation tools and spreadsheet applications. The focus is on practical skills to enhance productivity in business environments. Students will master document creation, advanced data computation, analysis using spreadsheets, and professional presentation development, which are critical for office administration, accounting, finance, and marketing functions.

Course Outcomes:

CO No.	Expected Outcome	Learning Domains
1	Understand the concepts and features of office automation software packages (Word, Excel, PowerPoint).	U
2	Apply practical skills in word processing, presentation, and data management for business tasks.	A
3	Analyze and manipulate business data using advanced spreadsheet functions and analytical tools.	An
4	Demonstrate proficiency in creating professional and error-free documents, reports, and presentations.	A

**** Remember (R), Understand (U), Apply (A), Analyse (An), Evaluate (E), Create (C)***

Mapping of Course Outcomes to PSO:

	PSO1	PSO2	PSO3	PSO4	PSO 5
CO 1	-	-	-	2	-
CO 2	2	-	2	3	-
CO 3	2	-	-	3	2
CO 4	1	1	3	3	2

COURSE CONTENTS

Module	Unit	Content	Hrs
I		**WORD PROCESSING FOR BUSINESS**	**10**
	1	**MS Word Basics**: Creating, editing, and formatting documents, working with formatted text, using shortcut keys.	
	2	**Advanced Features**: Working with tables, insertion of graphics, Clip Art. **Document Automation**: Mail merge for mass communication, proofing tools.	
	3	**Page Setup**: Headers, Footers, Page Numbering, Watermarks, and printing documents.	
II		**BUSINESS SPREADSHEET (MS EXCEL)**	**11**
	1	**Worksheet Fundamentals**: Creating and managing worksheets, cell entries, absolute and relative cell referencing.	
	2	**Data Handling and Functions**: Using built-in functions (Mathematical, Financial, Statistical, Logical), sorting, filtering, and conditional formatting.	
	3	**Accounting Applications**: Creating spreadsheets for Depreciation Accounting, Loan and Lease Statements, and Payroll Statements.	
III		**ADVANCED SPREADSHEET ANALYSIS**	**13**
	1	**Data Visualization**: Creating and formatting Charts, Graphical representation of data, use of Pivot Tables and Pivot Charts.	
	2	**Decision Support Tools**: Using Goal Seek and scenarios for what-if analysis in business planning.	
	3	**Data Interoperability**: Importing and exporting data (OLE), Hyper linking, data filters.	
IV		**PRESENTATION TOOLS AND INTERNET UTILITY**	**11**
	1	**MS PowerPoint**: Uses, components of slide, creating presentations using templates, transition and build effects, adding sound and action buttons.	
	2	**Working with Slides**: Editing and formatting text, using Master Slide, working in Slide Sorter view.	

	3	**Internet and Utility**: Web browsers, WWW, URL, and basic operating system concepts (Windows Desktop, File Management).	
V	**Practicum: Skill Development**		**30**
	1. Business Communication Automation (MS Word) **Task:** Use **Mail Merge** to create a personalized invitation letter (main document) for 20 unique "clients" (data source). The letter must include a header/footer with a company logo (inserted graphic) and page numbers. **Skills Tested:** Mail Merge, Graphics Insertion, Headers/Footers, Document Formatting. **2. Financial Data Analysis & Reporting (MS Excel)** **Task:** Create a **Loan Amortization Schedule** spreadsheet. Use appropriate **financial functions** (e.g., PMT, IPMT, PPMT) to calculate monthly payments and remaining balance for a 5-year business loan. **Skills Tested:** Worksheet Fundamentals, Financial Functions, Cell Referencing (Absolute/Relative). **3. Payroll Calculation and Filtering (MS Excel)** **Task:** Design a basic **Payroll Statement** for 15 employees. Apply a **Logical Function** (IF) to calculate a bonus for employees working over 160 hours and use **Conditional Formatting** to highlight all employees earning over a specific salary threshold. **Skills Tested:** Logical Functions (IF), Conditional Formatting, Data Entry, Spreadsheet Design. **4. Sales Data Visualization and Summary (Advanced Excel)** **Task:** Convert a raw sales dataset into a professional **Pivot Table** to summarize total sales by region and product category. Then, create a corresponding **Pivot Chart** to visually represent this summary data. **Skills Tested:** Pivot Tables, Pivot Charts, Data Visualization, Data Summarization. **5. Template-Based Business Presentation (MS PowerPoint)** **Task:** Create a 5-slide presentation for a new product launch using a pre-designed **template** or **Master Slide**. Include an **Action Button** on the final		

	slide to link back to the first slide, and apply a different **Transition** effect to each slide. **Skills Tested:** Master Slide, Templates, Transitions, Action Buttons, Slide Components. **6. File Management and Web Utility (Internet/OS)** **Task:** Demonstrate the ability to **search for a specific business report** using a web browser and a complex search query. Then, using basic **Operating System File Management** (Windows Desktop), create a structured folder hierarchy (e.g., Reports/Q4/Sales) and save a sample document into the correct location. **Skills Tested:** Web Browser/URL/WWW navigation, Effective Search, File Management (Folder Creation/Saving).	

Essential Readings:

1. Courter, G: *Mastering Office 2000* (or latest edition), BPB Publications.
2. Satish Jain: *MS OFFICE 2007-TRAINING GUIDE* (or latest edition), BPB Publications.
3. John Walkenbach, Herb Tyson et al: *Microsoft Office Bible* (latest edition), Wiley India.

Suggested Readings:

- V. Rajaraman: *Introduction to Information Technology*, PHI Learning.
- Ralph Reilly: *The Hand Book of Office Automation*, PHI.
- P. K. Sinha: *Computer Fundamentals*, BPB Publications.

Assessment Rubrics:

Evaluation Type	**Components**		**Marks**
End Semester Evaluation	Theory		50
	Practical		15
	Total		**65**
Continuous Evaluation	**Theory**		**25**
	a)	Test Paper- 1	5
	b)	Test Paper-2	5
	c)	Assignment	7.5
	d)	Seminar	7.5

	Practical		**10**
	a)	Assignment	5
	b)	Case study / practical report	5
	Total		**35**
Total			**100**

COURSE TITLE: Management Information System

Semester	Course Type	Course Level	Course Code	Credits	Total Hours
VI	DSC	300 - 399	KU6DSECOM320	4	60

Learning Approach (Hours/ Week)			Marks Distribution			Duration of ESE (Hours)
Lecture	Practical/ Internship	Tutorial	CE	ESE	Total	
4	-	-	30	70	100	2

Course Description:

This course provides a conceptual foundation for Management Information Systems (MIS), focusing on the intersection of information technology and business processes to support management functions. Students will learn about the strategic importance of information, system development, different types of information systems (TPS, DSS, EIS, ERP), and their role in enhancing decision-making, efficiency, and competitiveness in a dynamic business environment.

Course Outcomes:

CO No.	Expected Outcome	Learning Domains
1	Understand the fundamental concepts of data, information, and the architecture of a Management Information System (MIS).	U
2	Analyze the process of system development and the integration of organizational systems.	An
3	Evaluate the role of different types of information systems (TPS, DSS, EIS) in organizational decision-making.	E
4	Assess the strategic importance of emerging IT trends like ERP, SCM, and Business Intelligence in modern commerce.	E