**UNIVERSITY OF THE CORDILLERAS**

College of Information Technology and Computer Science

Department of Basic Computing

**Course Syllabus in Office Automation**

Third Trimester, SY 2012 - 2013

**I. Course Code** CS2

**II. Course Description**

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| This course will provide the students with knowledge and training on the use of application software that support office activities such as business, and presentation programs. | |
| Credit Units: | 2 units lecture;1 unit laboratory |
| Contact Hours: | Lecture : twice a week – 2 hours and 50 minutes per week  Laboratory: thrice a week – 4 hours and 15 minutes per week  1 hour and 25 minutes per session |
| Prerequisites: | CS1 |
| Co-requisites: | None |
| Classification/Field: | Minor |

**III. Course Outcomes**

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| --- | --- | --- | --- | --- |
| **CO#** | **Description** | **PO1** | **PO2** | **PO3** |
| 1 | Demonstrate an understanding of the basic concepts of an office automation | √ |  |  |
| 2 | Demonstrate an understanding of the basic application software that are included in office suite | √ | √ | √ |
| 3 | Use effectively the electronic word processing, spreadsheet, and presentation software packages in the business organization. | √ |  |  |
| 4 | Use effectively the various MS Office applications such as MS Word, MS Excel, and MS PowerPoint. | √ |  | √ |
| 5 | Create macro applications for office automation purposes.. | √ | √ | √ |
| 7 | Deliver a presentation and produce hardcopies of slide presentation through printouts | √ | √ | √ |

**IV. Course Content**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objectives | Topics | Number of Meetings | Grading Period | TLA | AT |
| **UNIT 1. Introduction to Office Automation**  **UNIT II. Word Processing with Microsoft Word**  Specific Objectives: At the end of these units, the students should be able to:   1. identify the office activities 2. identify the components of an office 3. define office automation 4. identify the benefits and obstacles to office automation 5. discuss information system 6. identify the Microsoft views, menus and toolbars; 7. manage files, folders and write documents; 8. format text and paragraphs; 9. create documents with objects, charts and tables; and 10. preview and print a document.record and view macro. | * Overview Office Automation * Definition of Office and Activities * Components of an Office * Office Automation, Suites, Benefits and Obstacles * Information System * Overview of MS Word * Saving, Closing and Opening a Document * Moving around the Document Window * Selecting and Deleting text * Copying and Moving Text * Formatting Text * Formatting Paragraphs * Adding Footnotes and Endnotes * Creating a Simple Table * Entering Data in a Table * Formatting the Table * Headers and Footers * Mail Merge Feature * Previewing and Printing Documents * Recording and viewing macro | 8 ( lec)  12 (lab) | Prelim | Lecture  Demonstration  Practice by Doing  Peer-Assisted  Teacher - Assisted  Project | Quizzes  Demonstrations  Assignments  Oral/graded recitation  Examinations  Checklist  Experiment  Memory Guide |
| **UNIT III. Spreadsheets with Microsoft Excel**  Specific Objectives: At the end of these units, the students should be able to:   1. create, open, and save workbooks and spreadsheets; 2. format and manipulate cells, rows, and columns; 3. create and modify workbooks through the use of copy and paste special; 4. create spreadsheet that uses functions and formulas; 5. create charts from data inputted in the spreadsheets’; and 6. print workbooks and spreadsheets. | * The Excel Screen * Creating and Opening, Saving and Closing Workbook files. * Moving around Excel * Types of Data * Formulas and Functions * Ranges * Formatting Worksheets * Creating and Working with Charts * Printing Worksheets | 8 ( lec)  12 (lab) | Midterm | Lecture  Demonstration  Practice by Doing  Peer-Assisted  Teacher - Assisted  Project | Quizzes  Demonstrations  Assignments  Oral/graded recitation  Examinations  Checklist  Experiment  Memory Guide |
| **UNIT IV. Slide Presentation Using Microsoft Power Point**  Specific Objectives: At the end of these units, the students should be able to:   1. create, open, and save slide presentation; 2. identify the uses of the Standard and Formatting toolbars of PowerPoint. 3. create presentations that uses objects, word arts, clip arts; 4. integrate other programs and other multimedia in PowerPoint Presentations. 5. deliver a presentation and produce hardcopies of slide presentation through printouts and; 6. print slides and handouts. | * Learning the Fundamentals of MS Powerpoint * Formatting a Presentation * Drawing and Working with Objects * Working with Other Programs * Delivering Presentation * Printing Slides and Handouts | 8 ( lec)  12 (lab) | Finals | Lecture  Demonstration  Practice by Doing  Peer-Assisted  Teacher - Assisted  Project | Quizzes  Demonstrations  Assignments  Oral/graded recitation  Examinations  Checklist  Experiment  Memory Guide |

**V. Computation of Scores**

Prelim Grade 33% Class Standing + 33% Laboratory + 34% Prelim Exam

Tentative Midterm Grade 33% Class Standing + 33% Laboratory + 34% Midterm Exam

Midterm Grade 50% Prelim Grade + 50% Tentative Midterm Grade

Tentative Final Grade 33% Class Standing + 33% Laboratory + 34% Final Exam

Final Grade 25% Prelim Grade + 25% Tentative Midterm Grade + 50% Tentative Final Grade

**VI. References**

1. Books

|  |  |
| --- | --- |
| ICS 004 Sh44 2008  ICS 005.52 C839 2007  ICS 005.52 M432 2007  ICS 005.360245 L624 2009  CS 005.58 W474 2010 | Shelly, et al. (2008) Discovering computers 2007, International Thomson Publishing  Redmond, WA (2007) Microsoft Office Word 2007 step by step**.**  Microsoft Press:  Matthews, Martin (2007) Microsoft Office Word 2007: quick steps**.**  McGraw/Osborne: New York  Leingme, Bernard V. (2009) Aguide to Microsoft Excel 2007 for scientists and engineers**.**  Academic Press/Elsevier: Amsterdam, Boston  Wempen, Faithe (2010). Microsoft PowerPoint 2010 bible**.**  Wiley: Indiapolis, Ind. |

Online References

Discovering Computers 2012 taken from http://joung.im.ntu.edu.tw/teaching/bcc/2012/Chapter01.pdf

Operating System, taken from:

http://e-learn.uc-bcf.edu.ph:8000/cs1

http://www.ubuntu.org

http://www.ewcp.com/~dodrill/pasdoc/paslist.htm

http://www.school-resources.co.uk/a\_computer\_system\_.htm

http://www.cs.princeton.edu/~kquinee/thesis/computer.html

MS Word 2007, taken from

<http://www.mousetraining.co.uk/training-manuals/Word2007Intro.pdf>

<http://www.mousetraining.co.uk/training-manuals/Word2007Adv.pdf>

MS Excel 2007:

<http://www.mousetraining.co.uk/training-manuals/Excel2007Intro.pdf>

<http://www.mousetraining.co.uk/training-manuals/Excel2007Adv.pdf>

MS Power Point 2007:

<http://www.mousetraining.co.uk/training-manuals/PowerPoint2007Intro.pdf>

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| **Prepared by:** | **Approved by:** | **Noted by:** |  |

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