OE 1 - 7033

CSAOEUG(B) - OFFICE AUTOMATION & PC PACKAGES
CREDIT 3 : LTP (2:0:1)

Course Objectives

The course objectives is

- To familiarize student with various office automation software and component of Office automation.
- To make him comfortable to evaluate, select and use office productivity software appropriate to a given situation.
- To make him work on free software for office automation on various platforms.
- To develop expertise in word processing, spreadsheet, and presentation skills.

Note - The practical exercise may be perform either using Libre Office or Open Office.

UNIT - I

Introduction to Office Automation Suit, Elements of office suit & area of use. Word-processing, Spreadsheet, Presentation graphics, Database. Introduction of various office suites Open Office, Libre Office, WPS office, Microsoft office.

Word Basics Using Open Office : Starting word processor, The parts of a word processor window , Menus & Commands, Toolbars & Buttons, Shortcut Menus, Wizards & Templates, Creating a New Document, Different Page Views and layouts, Applying various Text Enhancements, Formatting Your Text and Documents: Auto format, Text Attributes, Paragraph and Page Formatting, Line spacing, Margins, Borders and Shading, Tabs and Indents , Text Editing using various features , Bullets, Numbering, Working with Styles, Printing & various print options , Spell Check Working with Headers and Footers:

Tables: Creating a simple table, Creating a table using the table menu, Entering and editing text in a table, selecting in table, adding rows, changing row heights, Deleting rows, Inserting columns, Deleting columns, changing column width .

UNIT - II

Graphics: Importing graphics, Clipart, Insert picture, Clip Art Gallery, using drawing features, drawing objects, text in drawing. Templates: Template types, using templates, exploring templates, modifying templates. Macros: Macro, Recording macros, editing macros, running a macro.

Mail Merge: Mail Merge concept, Main document, data sources, merging data source and main document.

UNIT - III

Spreadsheet Basics: Overview of Spreadsheet features, Getting started, Creating a new worksheet,

Selecting cells, Entering and editing text, Entering and editing Numbers, entering and editing

Formulas, Referencing cells, moving cells, copying cells, sorting cell data, inserting rows, inserting columns, Inserting cells, Deleting parts of a worksheet, clearing parts of a worksheet.

Formatting: Page setup, changing column widths and Row heights, auto format, changing font sizes and Attributes, centering text across columns, using border buttons and Commands, changing colors and shading, hiding rows and columns. Introduction to functions: Parts of a functions,

UNIT - IV

Function in the spreadsheet Examples functions by category: Data and time functions, Engineering functions, Math and Trig functions, Statistical functions, Text functions.

Spreadsheet Charts: Chart parts and terminology, Instant charts with the chard wizard, creation of different types of charts, printing charts, deleting charts, Linking in spreadsheet

Spreadsheet Graphics: Creating and placing graphic objects, Resizing Graphics, Drawing Lines and Shapes.

UNIT - V

Creating Presentations: Using auto content wizard, Using blank presentation option, Using design template option, Adding slides, Deleting a slide, Importing Images from the outside world, Drawing in power point, Transition and build effects, Deleting a slide, Numbering a slide, Saving presentation, Closing presentation, Printing presentation elements.

Course Outcome

After completing the course the student shall be able to Work effectively with a range of current, standard, Office Productivity software applications.

Text & Reference Books

- www.openoffice.org/documentation/manuals/.../0100GS3-GettingStartedOOo3.pdf
- Open Office for Dummies (https://whc.es/OpenOffice%20org%20For%20Dummies.pdf)
- https://www.libreoffice.org/get-help/documentation/
- Libre Office 5.1 Writer, Calc, Math Formula Book- Vol 1 by Lalit mali

Lab Experiment on Word Processing Package

Type the following Paragraph as given.

  "My Dream career"

My ambition of life is to become a doctor. I have taken up scince and hygiene as optsional subjects. When I joint college, I shall take up medical group. I shall appear in the P.M.T. examinationn to qualify for joining a Medical College. After parssing the P.M.T., I shall joinn the medical college to become a doctor.

I would like to be a doctor. My country has become fre, Governmment has decided to uproot the diseases from the country and improve the health of the people. Hospitals are being opened for this purpose. There is great demand for doctor. Takingg all these things into considaration. I have made up mind to become a doctor.

I do not want to be clerrk. This line does not suit me. I do not want to be a teacher. Law is not a paying profession these days so becoming lawer is not my goal.

2. Correct any spelling errors displayed in the given text.

3. Save the document as <My Dream >_W01.

4. Change the layout of the page as given below.

>Page size: A4 (8.27" x 11.69") >Page orientation: Landscape

5. Change the page margins as follows:

>Top: 1.25"   >Bottom: 1.25"   >Right: 1.25"   >Left: 1.25"

6. Format the entire document as given below.

>Line spacing: 1.15" >Font: Times New Roman >Font size: 14

>Align: Justify

7. Select the heading "Academy award" and format it as given below.

>Font color: blue >Style: Bold and underline >Align: Center

>Change all the letters to UPPERCASE

8. Make the first letter of the paragraph larger and fall into three lines (Drop cap).

9. Format the heading "My Dream career" with Style: Heading 2.

10. Create a bulleted list for the last paragraph lines of document.

11. Enter "My Document Tutorial" text as the heading of the table and format it to get the following output using a Wordart. (Font: Arial Black, Font size: 16, Align: Center)

12. Insert a footer with the following formatting options.

>Caption: <My First Document> >Font: Times New Roman >Font size: 12

13. Insert the W01 image given in the "Resources" directory, to the right hand side of the bulleted list of the document.

14.Prepare your class time table using and Format the entire table as given below.

> Change the cell size of the table to Auto Fit to Contents. >Align: Center

15. Select the Heading row and format it as given below.

> Convert all text in to capital letters >Style: Bold >Align: Center

16. Insert a new row just below the last row of the table and enter the following information into the new

row: > Saturday : Special Lecture on Cloud computing > Merging all the column.

17. Send a Call Letter for All Applicants to Inform Interview Details using Mail Merge Base

Spreadsheet   Experiment

1. Create a blank Spreadsheet in and save it as "<Your Index no>_E01".

2. Create a table with 7 rows and 8 columns in the cell range A3:H9.

3. Insert a title "Vivekanand College " and a sub title "Mark sheet for A/L Biology - Class A", by centering it with the table, making the text bold, and changing the font size 16 for main title and 14 for subtitle.

4. Enter data of 6 students under the columns, "Roll No", "Name", "Physics", "Chemistry", "Biology", and "English".

5. Use the relevant formula to calculate the total marks and average and copy the formula to the relevant cells.

6. Format the "Average" column with two decimal places.

7. Use conditional formatting to change the color of the cells of which the average mark is more than 60, into green.

8. Select the columns, "Roll No", "Physics", "Chemistry", "Biology", and "English" column and draw a column chart.

9. Insert the title, "Vivekanand College ", and the sub title, "Mark sheet for A/L Biology - Class A" to the top of the chart.

10. Set the X axis labels with the index numbers.

11. Label the X axis title as, "Roll No" and Y axis title as, "Marks".

12. Label the legends for 4 subjects, "Physics", "Chemistry", "Biology" and "English".

13. Make sure to get a graph similar to the one given below.

Presentation Experiments

1. Create a presentation with four blank slides.

2. Modify the presentation as follows.

    a) Insert a suitable design template.

    b) Insert a footer to show Your name and your Student ID.

    c) Insert Today's date as a fixed date in the date area.

    d) Make necessary changes to appear slide numbers in the slide number area.

    e) Make necessary changes so that the footer, date and the slide number do not appear on the title slide (first slide).

3. Add content to the title slide (first slide) by following the instruction given below.

    a) Type "River" as the slide title and it's format should be Font Type: Arial, Style: Bold, Size:96, Color: Black [10 marks]

    b) Type "Our Life Support" as the sub title and insert an image from the resources directory to a suitable location.

4. Add content to the second slide by following the instruction given below.

a) Type the slide title as, "Rivers of North India" and format it as,
   Font Type: Arial, Style: Bold, Size: 44, Color: Black

b) Insert the following content as shown below.

   The Ganga

   Indus

   Bamhaputra

5. In the third slide, add the following components.

   a) Type the slide title as, "Tributaries"

   b) Insert Rivers and their tributaries of slide 2 in a table.

   C) Insert few more important Rivers of India with their regions.

6. Add the following animation effects to your presentation.

   a) Apply emphasis animation effect to each main point and sub point in the second slide.

   b) Apply sound effect when the second slide appears in the slideshow.

   c) Hide the fourth slide from the slide show.

   d) Save your presentation with the following file name <Rivers_of _North india>_ P01.

OE 2 — 4225/4265

Course	Subject	Marks			Credit
		T	P	I	
	Fundamentals of Computers	40	-	10	3 (OE1)

Objectives:
- To learn about Computer Devices
- To understand Software and Operating System
- To understand IT Communication
- To learn about Office Automation Package
- To learn about Document, creation, manipulation and storage of Chart and Slide Show Package

Unit 1: Introduction to Computer, Software and Devices

Computer System Concepts, Types Of Computers, Basic Components of a Computer System, Memory, Input Devices, Output Devices, Various Storage Devices, Software - Types - System software, Application software. System Software - Operating System, Utility Program, Assemblers, Compilers and Interpreter, Application Software - Word processing, Spreadsheet, Presentation Graphics, Database Management System.

Unit 2: Introduction to Operating System and Network

Introduction of Windows Linux and Mac. Windows - Features, Various versions, Working, My Computer & Recycle bin, Desktop Icons and Windows Explorer, Working with Files & Folders, Accessories and Windows Settings using Control Panel, Creating users, internet settings, Start button & Program lists, Types of Network - LAN, WAN, MAN, Topologies of LAN - Ring, Bus Star, Mesh and Tree topologies, Components of LAN -Media, NIC, NOS, Bridges, HUB, Routers, Repeater and Gateways.

Unit 3: MS Word

Introduction to MS Office MS Word: Features & area of use, Menus, Toolbars & Buttons, Creating a New Document, Different Page Views and layouts, Text Formatting, Paragraph and Page Formatting; Bullets, Numbering, Printing & various print options, Spell Check, Thesaurus, Find & Replace, Auto texts, Working with Columns, Creation & Working with Tables, Mail Merge.

Unit 4: MS Excel

Concepts of Workbook & Worksheets, Using different features with Data, Cell and Texts, Inserting, Removing & Resizing of Columns & Rows, Working with Data & Ranges, Column Freezing, Labels, Hiding, Splitting etc. Use of Formulas, Calculations & Functions, Cell Formatting including Borders & Shading, Working with Different Chart Types.

Unit 5: MS PowerPoint

Introduction, Creating a New Presentation, Working with Presentation, Using Wizards, Slides & its different views, Inserting, Deleting and Copying of Slides, Working with Notes, Handouts, Columns & Lists, Adding Graphics, Sounds and Movies to a Slide, Working with PowerPoint Objects, Designing & Presentation of a Slide Show, Printing Presentations, Notes, Handouts with print options.

Assignments

1. Presentation of Comparison of different Computers ,Memory &Devices
2. Comparison of types of Hardware
3. Preparation of Files and folders in different O/S.
4. To find out type of network done and software available in Computer Lab.
5. Presentation of paper Document.
6. Preparation of Chart, Table and Graph for various medium.
7. Preparation Slide for Presentation on given topic.
8. Any other assignments given by the concerned Faculty.

OE2 - 4225/4265

Text Books and References:

1. Computers Today, S.K. Basandra, Galgo   ns, ISBN-10: 8186340742, 1995
2. Fundamentals of Information technology, Alexis Leon & Mathews Leon, Vikas Publishing House, New Delhi, ISBN-10: 8182092450, 2009
3. Computer Ek Parichay, V. K. Jain, and S Publishers, ISBN-10: 9381448426, 2009
4. Fundamentals of computer Peter Norton, McGraw-Hill Inc, ISBN-10: 0028043375, 1997
5. Fundamentals of computers , 4th Edition (Paperback) By V. Rajaraman, PHI, ISBN-10: 8120340116, 2010
6. Office XP: The Complete Reference, Julia Kelly, McGraw Hill Education, ISBN-10: 0070447233, 2001
7. Exploring Microsoft Office XP, I. Breeden, Bpb Publicatons, ISBN-10: 8176564486, 2005
8. Peter Norton's Complete Guide To MS Office 2000 Publisher: BPB, ISBN-10: 8176353124, 1999

OE3 – 4340

OE Paper 06 : Creative Writing (3 Credits)

Unit-1	**Short Story Writing**

1. Genre- Science Fiction, Adventure, Horror, Romance

2. Theme, Plot, Character, Point of View

3. Setting, Tone, Symbolism

Unit-2	**Writing Verse**

1. Diction, Theme, Imagery, Figures of Speech

2. Metre , Rhythm and Sound

3. Structure and Form, Symbolism

Unit-3	**Drama**

1. Theme, Character

2. Plot, Form

3. Dialogue Writing

Unit-4	**Transcription**

1. Converting Short Stories into Screen play

2. Narrative into Poems

3. Poems into Narrative

Unit-5	**Persuasive writing**

1. Brochures

2. Hand outs & Posters

3. Pamphlets

निधागाध्यक्ष
(जाग रहंगर)

INDIAN POLITICAL SYSTEM

Unit 1:- Principles of Political Science	L	T	S	W	D	V	P	T
1.1 Political Science: Definition, Nature & Scope	3	-	-	-	-	-	-	3
1.2 Relations of Political Science with Social Sciences	3	-	-	-	-	-	1	4
1.3 State: Definition, Elements, Relations with other organization.	3	-	-	-	-	-	-	3
1.4 Sovereignty: Monist and Pluralist: Concept of Welfare State	3	-	-	-	-	-	2	5
1.5 Liberty, Equality, Rights and Justice	3	-	-	-	-	-	1	4

Unit: 2- Indian Constitution	L	T	S	W	D	V	P	T
2.1 Brief History of Development of Indian Constitution	3	-	-	-	-	-	-	3
2.2 Indian Constituent Assembly , Indian Constitution: Sources and Features	3	-	-	-	-	-	1	4
2.3 Parts and Schedules of Indian Constitution	3	-	-	-	-	-	-	3
2.4 Preamble, Indian Citizenship, Fundamental Rights, Fundamental Duties	3	-	-	-	-	-	2	5
2.5 Directive Principles of State Policy	3	-	-	-	-	-	1	4

Unit: 3 Indian Parliamentary System	L	T	S	W	D	V	P	T
3.3 Federalism and Unitary with reference to Centre-State Relations	3	-	-	-	-	-	-	3
3.2 Union Executive- President, Vice-President, Prime Minister, Council of Ministers	3	-	-	-	-	-	1	4
3.3 State Executive- Governor, Chief Minister, Council of Minister	3	-	-	-	-	-	-	3
3.4 Union Legislature- Parliament composition and Functions	3	-	-	-	-	-	2	5
3.5 Speaker of Lok Sabha, Amendment Process; Rajya Sabha,Vidhan Sabha, Vidhan Parishad	3	-	-	-	-	-	1	4

OE4 – 4435

Unit: 4 Judiciary and Election Commission	L	T	S	W	D	V	P	T
4.1 Supreme Court, High Court, Judicial review, Judicial Activism	3	-	-	-	-	-	-	3
4.2 Election Commission, Election Process, Electoral Reforms	3	-	-	-	-	-	1	4
4.3 Party System in India: National and Regional Political parties in India	3	-	-	-	-	-	-	3
4.4 Defection and current laws regarding defection	3	-	-	-	-	-	2	5
4.5 Attorney General, Solicitor General, CAG	3	-	-	-	-	-	1	4

Unit: 5- Issues, Challenges in Indian Political System	L	T	S	W	D	V	P	T
5.1 Emerging Trends before Indian Political System	3	-	-	-	-	-	-	3
5.2 Roles of Castes, Regionalism, Language in India, Politics of Reservation	3	-	-	-	-	-	1	4
5.3 Women Reservation, Feminism	3	-	-	-	-	-	-	3
5.4 Political Culture, Ideology	3	-	-	-	-	-	2	5
5.5 Post Modernism, Environmentalism, RTI	3	-	-	-	-	-	1	4

विभागप्रमुख (इ.एम.)

OE-2: Business Communication

Unit-1	Introduction
1.1	Business Communication – its meaning & importance.
1.2	Communication Process and its Elements
1.3	Barriers to effective communication.
1.4	Essentials of effective business Communication.
1.5	Basic models of communication.

Unit-2	Means of Communication and Methods
2.1	Types of communication, Intrapersonal communication & Interpersonal communication.
2.2	Group communication, Public communication.
2.3	Mass communication.
2.4	Verbal, Non-verbal communication, Oral & Written communication.
2.5	Speeches for Different Occasions.

Unit-3	Oral & Written Communication
3.1	Language, signs, symbols and code systems.
3.2	Spoken skills Conducting Presentation, Oral presentation, Debates, Speeches, Interview, Group Discussion, English Pronunciation, Building Vocabulary.
3.3	Essential of good communication, 7 Cs of good communication,
3.4	Writing Effectively : Planning, Beginning & Ending letter, Tactful use of Language, Asking for Action, Handling Negatives, Talking about Errors, Active Voice & Passive Voice, Techniques of Employers.
3.5	Language of Business writing, Taking the Readers Point of view.

Unit-4	Visual Communication
4.1	Preparing the text, Using visual Aids.
4.2	Speakers, Appearance & Personality.
4.3	Practicing Delivery of the Presentation, Speeches for special Occasions.
4.4	Graphics and Designing Visual
4.5	Videos and Animation ,Photos

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OE 5 — 4821

Unit-5	Reading and Listening
5.1	.Reading Skills and Pattern
5.2	Listening: Importance of Listening.
5.3	Types of Listening.
5.4	Barriers to Listening and overcoming them, Listening situations.
5.5	Developing the art of Listening.

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OPEN ELECTIVES SECTION

Course	Marking Scheme			Credits
	T	P	I	3
Management Information System	40	-	10	(OE1)

Objective: To study the organisation system concept with its functional management and managing the database

Unit I: The Organisation & System Concept

Its Manager, Structure and activities, Introduction, The environment of organisations -Information flows, Information needs and sources of information, Types of management decisions and information need Business and Technical Dimensions of information. System classification, System concept, system characteristics, The elements of systems; Input, output, process, feedback control and boundary, System function and operations, Transactions processing Information system. Information system for managers. Intelligence information systems, The meaning and role of MIS.

Unit II: System Analysis and Design

The work of system analyst, The assignment brief and mutual investigation, feasibility study, system design, Data collection and preparation, Detailed system Design, Implementation, Evaluation and maintenance of MIS, Pitfalls in mis-development.

Unit III: Functional Management Information Systems

Production information system, Marketing information system, Accounting information system, Financial Information System, Personnel Information System. Inter-relationship of Functional Management Information Systems.

Unit IV: Data Base Systems

Information as a resource, meaning of Data base, Components of data base, DBMS, Data base Technology, Operations data base/Managerial Database, Comparison of DEMS, Design Principles of data base, Data base administration, Advantages and disadvantages of data base.

Unit V: Computer Power

Source and selection : Computer purchase, Computer rental from the manufacturer, Computer lease from a third party, acquisition of a used Computer, Computers, Service centres, Time Sharing Companies, Facilities management Companies, The criteria for choice, Computer System Selection, Acquiring a small business computer, Source selection.

Assignments/Practical Work:

1. Case study to obtain information relating to any business or commercial organisation.
2. Case study on information technology.
3. Case study on health issues in India.
4. Case study on cyber crime.
5. Case study on database management.

Text & Reference books:

1. SCOTT, G.M., Principles of Management Information systems, McGraw-Hill Education (1995).
2. DAVIS AND OLSON,Management Information System, McGraw Hill Education (1998).
3. LUCAS,The Analysis, Design and Implementation of information System, McGraw Hill Book Company (1998).

BUSINESS COMMUNICATION

OE- 5424

Unit -1: Introduction

1.1 Business Communication – its meaning & importance.
1.2 Communication Process and its Elements
1.3 Barriers to effective communication.
1.4 Essentials of effective business Communication.
1.5 Basic models of communication.

Unit – 2: Means of Communication and Methods

2.1 Types of communication, Intrapersonal communication & Interpersonal communication.
2.2 Group communication, Public communication.
2.3 Mass communication.
2.4 Verbal, Non-verbal communication, Oral & Written communication.
2.5 Speeches for Different Occasions.

Unit – 3: Oral & Written Communication

3.1 Language, signs, symbols and code systems.
3.2 Spoken skills Conducting Presentation, Oral presentation, Debates, Speeches, Interview, Group Discussion, English Pronunciation, Building Vocabulary.
3.3 Essential of good communication, 7 Cs of good communication,
3.4 Writing Effectively : Planning, Beginning & Ending letter, Tactful use of Language, Asking for Action, Handling Negatives, Talking about Errors, Active Voice & Passive Voice.
3.5 Language of Business writing, Taking the Readers Point of view.

Unit – 4: Visual Communication

4.1 Preparing the text, Using visual Aids.
4.2 Speakers, Appearance & Personality.
4.3 Practicing Delivery of the Presentation, Speeches for special Occasions.
4.4 Visual Graphics and Designing
4.5 Animation Videos and ,Photos

Unit – 5: Reading and Listening

4.1 .Reading Skills and Patte
4.2 Listening: Importance of Listening.
4.3 Types of Listening.
4.4 Barriers to Listening and overcoming them, Listening situations.
4.5 Developing the art ofListening.

Reference Books:

1. Business Communication - K. K. Sinha - Galgotia Publishing Company, New Delhi.
2. Media and Communication Management - C. S. Rayudu - Himalaya Publishing House, Bombay.
3. Essentials of Business Communication - Rajendra Pal and J. S. Korlhalli - Sultan Chand & Sons, New Delhi.
4. Business Communication (Principles, Methods and Techniques) Nirmal Singh - Deep & Deep Publications Pvt. Ltd., New Delhi.
5. Business Communication - Dr. S.V. Kadvekar, Prin. Dr. C. N. Rawal and Prof. RavindraKothavade - Diamond Publications, Pune.
6. Business Correspondence and Report Writing - R. C. Sharma, Krishna Mohan – Tata McGraw-Hill Publishing Company Limited, New Delhi.
7. Communicate to Win - Richard Denny - Kogan Page India Private Limited, New Delhi.
8. Modern Business Correspondence - L. Gartside - The English Language Book Society and Macdonald and Evans Ltd.
9. Business Communication - M. Balasubrahmanyan - Vani Educational Books.
10. Creating a Successful CV - Siman Howard - Dorling Kindersley.

HOD
Department of Media Management
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ENTERTAINMENT, ART AND CULTURAL JOURNALISM

Module Code – OE02
Open Elective

Total Credit – 03(2+1)
Max Marks -50, (25Th.+15Pr.+10Int.)

UNIT-I

	ENTERTAINMENT
1.1	Concept, Definition and Fundamentals of Entertainment Journalism
1.2	History of Indian Cinema, TV and Concert culture
1.3	Film Criticism and Writing a Film Critic
1.4	Introduction to International Entertainment Journalism
1.5	Code and Ethics of Entertainment Journalism

UNIT-II

	ART
2.1	Basics of Art in India (Natya Shastra), Indian Folk and folklore
2.2	Introduction to Visual Arts - Painting, Sculpture, Ceramics (India and Abroad)
2.3	Introduction to Performing Arts - Indian Classical Music and its forms, Indian Classical Dance and Theatre
2.4	Fundamentals of Writing for Art (Visual and Performing Arts)
2.5	Coverage and Reviews for Art and Culture: Elements and Current Status

UNIT-III

	TRADITIONAL MEDIA
3.1	Cultural Diversity in India
3.2	Introduction to Traditional Media and its Tips
3.3	Traditional Culture, Mass Culture, Popular Culture,
3.4	Popular Forms of Mass Culture
3.5	Major Writing forms for Cultural Issues, Formats, Language and style

UNIT-IV

	INDIAN ARCHITECTURE AND LIFESTYLE
4.1	Brief History of Indian Architecture
4.2	Art of Bheembhetika, Rajputana, Miniature, Warli and Madhubani
4.3	Art Institutions : National School of Drama, Lalit kala Academy, Sahitya Academy, Bharat Bhavan, Indira Gandhi Rashtriya Manav Sangrahalaya
4.4	Current Status of Lifestyle Journalism and Magazines in India

UNIT-V

	CINEMA
5.1	Introduction to World Cinema
5.2	Indian Popular Cinema vs. Parallel Cinema and Documentary Films
5.3	Acting and Direction Skills
5.4	Elements of film appreciation, Music, Songs and Covering form and content of Film
5.5	Popular Film Magazines and Websites