جامعة الشرقية
A' SHARQIYAH UNIVERSITY

Proposed Academic Year	2021/ 2022	**Last Reviewed Academic Year**	2020/2021
Course Code	INTE120	**Course Title**	Office Automation
Credit hours	3	**Level of study**	Undergraduate-Year Second
College / Centre	COBA	**Department**	MIFS
Co-requisites	None	**Pre-requisites**	

1.   COURSE OUTLINE

The course intends to furnish the students with the necessary conceptual understanding of Business Applications and to train students to acquire the required skills to work professionally with business applications. The course focuses on the business productivity software applications and the professional behaviour in computing.

2.   AIMS

The course aims to equip the students with the appropriate knowledge to use, investigate and analyse business tasks using various computer applications.

3.   LEARNING OUTCOMES, TEACHING, LEARNING ,ASSESSMENT METHODS , and Graduate Attributes Mapping

Learning Outcomes *(Definitive)* Upon successful completion of this course, students will be able to**:**	Teaching and Learning methods *(Indicative)*	Assessment *(Indicative)*	Graduate Attributes Mapping
1 Demonstrate appropriate understanding of the need of different computer application in any business	• Lectures • Seminars • Group Work Computer Laboratory Work	Exams, Quizzes, Class Presentation, Assignment, Case study Report. Class work Computer based class work	Knowledge of a discipline.
2 Demonstrate an appropriate understanding on using MS Excel, MS Word, MS PowerPoint	• Lectures • Seminars • Group Work Computer Laboratory Work	Exams, Quizzes, Class Presentation, Assignment, Case study Report. Class work Computer based class work	Knowledge of a discipline.
3 Demonstrate an appropriate understanding on the	• Lectures • Seminars • Group Work Computer Laboratory Work	Exams, Quizzes, Class Presentation, Assignment, Case study Report. Class work	Knowledge of a discipline.

analysis and presentation of data using MS Excel		Computer based class work	
4 Apply the main necessary requirements and components needed to produce professional reports and research documents using MS Word	• Lectures • Seminars • Group Work Computer Laboratory Work	Exams, Quizzes, Class Presentation, Assignment, Case study Report. Class work Computer based class work	Knowledge of a discipline. Commitment to national development and Omani ethical values.
Demonstrates an appropriate knowledge on how to produce efficient presentation files using MS PowerPoint	• Lectures • Seminars • Group Work Computer Laboratory Work	Exams, Quizzes, Class Presentation, Assignment, Case study Report. Class work Computer based class work	Knowledge of a discipline.

4.   ASSESSMENT WEIGHTING

Assessment	Percentage of final mark (%)
Midterm exam	30
assignment	30
Final exam	30
participation	10
TOTAL	**100%**

5.   ACHIEVING A PASS

Students will achieve 3 credit hours for this course by achieving a minimum overall score of 50%
*NB *Ensure that ALL learning outcomes are taken into account*

6.   COURSE CONTENT (Indicative)

LECTURE TOPIC	TIME (HOURS)
Introduction on MS Excel: Basic interface introduction	4
MS Excel Basic functions (sum, count, average ,min, max)	4
MS Excel conditional formatting	4
MS Excel logical formulas (logical test, and, or, not, if)	4
MS Excel advance formulas (ifs, sumif, sumifs, countif, averageif, …etc)	4
MS Excel pivot table and charts	4
MS Excel VLookup, Hlookup, Data tools	4

Introduction to MS Word: Basics	6
MS Word writing report and researches	6
MS Word page layout	4
MS PowerPoint: design and develop presentations	4
Business and Computer Applications	2
TOTAL HOURS	**48**
Plus **RECOMMENDED INDEPENDENT STUDY HOURS**	
TOTAL COURSE HOURS	**48**

7.   RECOMMENDED READING

Core text/s:

Lambert, J., & Frye, C. (2015). *Microsoft Office 2016 Step by Step: MS Office 2016 Step by S_p1.*
        Microsoft Press.
Melart, S. (2015). *Microsoft Office 2016: The Complete Guide.* Conceptual Kings.
Srivastava, D. S. (2008). *MS-Office.* Firewall Media.

Library + online resources:

ASU library
ASU online resources (ProQuest and ebrary)
Sultan Qaboos University Library (by agreement)