

## III Semester

MASTERING OFFICE (Practical based)			
Course Code	21CSL381	CIE Marks	50
Teaching Hours/Week (L:T:P: S)	0:0:2:0	SEE Marks	50
Total Hours of Pedagogy	12T + 12P	Total Marks	100
Credits	01	Exam Hours	02
<b>Course Objectives:</b> CLO 1. Understand the basics of computers and prepare documents and small presentations. CLO 2. Attain the knowledge about spreadsheet/worksheet with various options. CLO 3. Create simple presentations using templates various options available. CLO 4. Demonstrate the ability to apply application software in an office environment. CLO 5. Use MS Office to create projects, applications.			
<b>Teaching-Learning Process (General Instructions)</b>  These are sample Strategies, which teachers can use to accelerate the attainment of the various course outcomes.  <div><div>1.</div><div>Lecturer method (L) need not to be only traditional lecture method, but alternative effective teaching methods could be adopted to attain the outcomes.</div></div> <div><div>2.</div><div>Use of Video/Animation to explain functioning of various concepts.</div></div> <div><div>3.</div><div>Encourage collaborative (Group Learning) Learning in the class.</div></div> <div><div>4.</div><div>Ask at least three HOT (Higher order Thinking) questions in the class, which promotes critical thinking.</div></div> <div><div>5.</div><div>Adopt Problem Based Learning (PBL), which fosters students’ Analytical skills, develop design thinking skills such as the ability to design, evaluate, generalize, and analyze information rather than simply recall it.</div></div> <div><div>6.</div><div>Introduce Topics in manifold representations.</div></div> <div><div>7.</div><div>Show the different ways to solve the same problem with different circuits/logic and encourage the students to come up with their own creative ways to solve them.</div></div> <div><div>8.</div><div>Discuss how every concept can be applied to the real world - and when that's possible, it helps improve the students' understanding.</div></div>			
<b>Module-1</b>			
<b>MS-Word</b> -Working with Files, Text – Formatting, Moving, copying and pasting text, Styles – Lists – Bulleted and numbered lists, Nested lists, Formatting lists. Table Manipulations. Graphics – Adding clip Art, add an image from a file, editing graphics, Page formatting - Header and footers, page numbers, Protect the Document, Mail Merge, Macros – Creating & Saving web pages, Hyperlinks.			
<b>Textbook 1: Chapter 2</b>			
<b>Teaching-Learning Process</b>	Chalk and board, Active Learning, practical based learning		
<b>Module-2</b>			
<b>MS-Excel-</b> Modifying a Worksheet – Moving through cells, adding worksheets, rows and columns, Resizing rows and columns, selecting cells, Moving and copying cells, freezing panes - Macros – recording and running. Linking worksheets - Sorting and Filling, Alternating text and numbers with Auto fill, Auto filling functions. Graphics – Adding clip art, add an image from a file, Charts – Using chart Wizard, Copy a chart to Microsoft Word.			
<b>Textbook 1: Chapter 3</b>			
<b>Teaching-Learning Process</b>	Active Learning, Demonstration, presentation,		
<b>Module-3</b>			
<b>MS-Power Point</b> -Create a Presentation from a template- Working with Slides – Insert a new slide, applying a design template, changing slide layouts – Resizing a text box, Text box properties, delete a text box - Video and Audio effects, Color Schemes & Backgrounds Adding clip art, adding an image from a file, Save as a web page.			

<b>Textbook 1: Chapter 5</b>	
<b>Teaching-Learning Process</b>	Demonstration, presentation preparation for case studies
<b>Module-4</b>	
<b>MS-Access</b> - Using Access database wizard, pages and projects. Creating Tables – Create a Table in design view. Datasheet Records – Adding, Editing, deleting records, Adding and deleting columns Resizing rows and columns, finding data in a table & replacing, Print a datasheet. Queries - MS-Access.	
<b>Textbook 1: Chapter 4</b>	
<b>Teaching-Learning Process</b>	Chalk& board, Practical based learning.
<b>Module-5</b>	
<b>Microsoft Outlook-</b> Introduction, Starting Microsoft Outlook, Outlook Today, Different Views In Outlook, Outlook Data Files	
<b>Textbook 1: Chapter 7</b>	
<b>Teaching-Learning Process</b>	Chalk and board, MOOC
<b>Course Outcomes (Course Skill Set):</b> At the end of the course the student will be able to: <ul style="list-style-type: none"> <li>CO 1. Know the basics of computers and prepare documents, spreadsheets, make small presentations with audio, video and graphs and would be acquainted with internet.</li> <li>CO 2. Create, edit, save and print documents with list tables, header, footer, graphic, spellchecker, mail merge and grammar checker</li> <li>CO 3. Attain the knowledge about spreadsheet with formula, macros spell checker etc.</li> <li>CO 4. Demonstrate the ability to apply application software in an office environment.</li> <li>CO 5. Use Google Suite for office data management tasks</li> </ul>	
<b>Assessment Details (both CIE and SEE)</b>  The weightage of Continuous Internal Evaluation (CIE) is 50% and for Semester End Exam (SEE) is 50%. The minimum passing mark for the CIE is 40% of the maximum marks (20 marks). A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each course. The student has to secure not less than 35% (18 Marks out of 50) in the semester-end examination (SEE).  <b>Continuous Internal Evaluation (CIE):</b> <b>NOTE: List of experiments to be prepared by the faculty based on the syllabus mentioned above</b> CIE marks for the practical course is <b>50 Marks</b> . The split-up of CIE marks for record/ journal and test are in the ratio <b>60:40</b> . <ul style="list-style-type: none"> <li>• Each experiment to be evaluated for conduction with observation sheet and record write-up. Rubrics for the evaluation of the journal/write-up for hardware/software experiments designed by the faculty who is handling the laboratory session and is made known to students at the beginning of the practical session.</li> <li>• Record should contain all the specified experiments in the syllabus and each experiment write-up will be evaluated for 10 marks.</li> <li>• Total marks scored by the students are scaled down to 30 marks (60% of maximum marks).</li> <li>• Weightage to be given for neatness and submission of record/write-up on time.</li> <li>• Department shall conduct 02 tests for 100 marks, the first test shall be conducted after the 8<sup>th</sup> week of the semester and the second test shall be conducted after the 14<sup>th</sup> week of the semester.</li> <li>• In each test, test write-up, conduction of experiment, acceptable result, and procedural knowledge will carry a weightage of 60% and the rest 40% for viva-voce.</li> <li>• The suitable rubrics can be designed to evaluate each student's performance and learning ability. Rubrics suggested in Annexure-II of Regulation book</li> <li>• The average of 02 tests is scaled down to <b>20 marks</b> (40% of the maximum marks).</li> </ul> The Sum of scaled-down marks scored in the report write-up/journal and average marks of two tests is the total CIE marks scored by the student.	
<b>Semester End Evaluation (SEE):</b>	

- SEE marks for the practical course is 50 Marks.
- SEE shall be conducted jointly by the two examiners of the same institute, examiners are appointed by the University
- All laboratory experiments are to be included for practical examination.
- (Rubrics) Breakup of marks and the instructions printed on the cover page of the answer script to be strictly adhered to by the examiners. **OR** based on the course requirement evaluation rubrics shall be decided jointly by examiners.
- Students can pick one question (experiment) from the questions lot prepared by the internal /external examiners jointly.
- Evaluation of test write-up/ conduction procedure and result/viva will be conducted jointly by examiners.
- General rubrics suggested for SEE are mentioned here, writeup-20%, Conduction procedure and result in -60%, Viva-voce 20% of maximum marks. SEE for practical shall be evaluated for 100 marks and scored marks shall be scaled down to 50 marks (however, based on course type, rubrics shall be decided by the examiners)
- The duration of SEE is 02 hours

Rubrics suggested in Annexure-II of Regulation book

**Weblinks and Video Lectures (e-Resources):**

1. <https://youtu.be/9VRmgC2GRFE>
2. <https://youtu.be/rJPWi5x0g3I>
3. <https://youtu.be/tcj2BhhCMN4>
4. <https://youtu.be/ubmwp8kbfPc>
5. <https://youtu.be/i6eNvfQ8fTw>
6. <http://office.microsoft.com/en-us/training/CR010047968.aspx>
7. <https://gsuite.google.com/learning-center>
8. <http://spoken-tutorial.org>

**Activity Based Learning (Suggested Activities in Class)/ Practical Based learning**

- Real world problem solving using group discussion.
- Real world examples of Windows Framework.