# MAHATMA GANDHI UNIVERSITY – UNDERGRADUATE PROGRAMMES (MGU-UGP)

***Instructions:***

***Mar Athanasios College For Advanced Studies Tiruvalla (MACFAST)***

Teacher Specific Content (TSC) - Information Sheet

* ***Assessment of the TSC will be under CCA only and all the documents related to CCA should be maintained in the department file.***
* ***CO-PO Mapping is required for TSC. TSC should be prepared per the COs published by the University for each course.***
* ***TSC needs to be approved by the MGU-UGP Department committee and then approved by the Institution Level MGU-UGP Academic Committee.***

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| --- | --- |
| **Name of Department** | COMPUTER APPLICATIONS |
| **Title of the Course** | MASTERING SPREADSHEETS |
| **Course Code** | MG2MDCCSC101 |
| **Academic Year** | 2024-28 |
| **Semester** | 2 |
| **Name of Teacher(s)** | Ms. AKSHARA SAMBASIVAN |

# TEACHER SPECIFIC CONTENT

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| **Module** | **Units** | **Content Description** | **CO No.\*** |
| 4 | 4.1 | Introduction to Spreadsheet Functions-  LOOKUP(Vector Form),LOOKUP(Array Form),VLOOKUP,HLOOKUP | 1 |
| 4.2 | Special Characters | 1,3 |
| 5.3 | Techniques for reducing unnecessary expenses- tips for cutting costs on groceries, utilities and entertainment, avoiding lifestyle inflation. | 1,3 |
| 5.4 | Evaluating financial tools for spending management- Budgeting apps and how they can streamline. Cash vs. card, setting spending limits through technology | 4 |
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\**Refer to the syllabus concerned.*

# MODE OF ASSESSMENT

Continuous Comprehensive Assessment (CCA)

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| **Particulars** | **Marks** |
| Class Test - MCQs | 10 |
| Assignments | 5 |
| Class Room activity | 10 |
| **Total** |  |

**Name & Signature of Teacher(s) Signature & Seal of HoD**

Ms. AKSHARA SAMBASIVAN

**Recommendation of the MGU-UGP Department committee:**

**Signature & Seal of HoD**

**Recommendation of the *MGU-UGP Academic Committee*:**

**Signature & Seal of MGU-UGP Nodal Officer**