



Master Presenter's Manual

for

ACCP Prime Term 1

Curriculum Code: OV-7062

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1. Introduction

This Presenter's Manual is to be used for Term 1 of ACCP Prime course.

The student will learn the following modules in this course:

- Office Automation
- Building Modern Websites
- Bootstrap and JQuery
- UI/UX for Responsive Web Design
- Optimize Web for Search Engines
- eProject- Responsive Website Development

After the completion of this course, students will be able to:

- Learn to work faster and smarter with MS Office applications
- Use HTML5/CSS3/JavaScript to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data, and create well-structured applications
- Use Bootstrap and jQuery to develop dynamic and responsive Web sites
- Understand the basic functionality of JavaScript to build dynamic web pages and web applications
- Learn the basic principles of effective web UX/UI design
- Develop an interactive Web site using HTML5, CSS3, and JavaScript

2. General Information on Session Schedule

The table below shows the details of the modules, the number of hours being spent on each module along with a break-up of the hours being spent on each module.

A session is of two hours duration.

Refer to the respective module presenter's manual to understand the details of each session.

Module Wise Session Allocation

Module	Theory Hrs.	Online Hrs.	Total Hrs.	Self-Study Hrs.	Skill Code
Office Automation	0	24	24	8	1296
Building Modern Websites	0	40	40	10	177
Bootstrap and JQuery	0	16	16	6	177
UI/UX for Responsive Web Design	0	24	24	10	368
Optimize Web for Search Engines	0	12	12	6	182
eProject-Responsive Website Development	2	22	24	0	177
Total	2	138	140	40	

WEEK WISE SCHEDULE

Topic\Week		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Office Automation	D1	TL1	TL4	TL7	TL10	M1										
	D2	TL2	TL5	TL8	TL11											
			S2													
	D3	TL3	TL6	TL9	TL12											
		S1	S3		S4											
Building Modern Websites	D1						TL3	TL6	TL9	TL12	TL15	TL18	M2			
	D2					TL1	TL4	TL7	TL10	TL13	TL16	TL19	R1			
							S2		S3							
	D3					TL2	TL5	TL8	TL11	TL14	TL17	TL20				
						S1				S4		S5				
Bootstrap and JQuery	D1													TL2	TL5	TL8
														S1		S3
	D2													TL3	TL6	M3
	D3												TL1	TL4	TL7	R2
														S2		

Topic\Week		16	17	18	19	20	21	22	23	24	25	26	27
UI/UX for Responsive Web Design	D1	TL1	TL4	TL7	TL10	M4							
					S4								
	D2	TL2	TL5	TL8	TL11								
			S2										
	D3	TL3	TL6	TL9	TL12								
		S1	S3		S5								
Optimize Web for Search Engines	D1						TL3	TL6	M5				
	D2					TL1	TL4	TL7					
							S2						
	D3					TL2	TL5	TL8					
						S1		S3					
eProject-Responsive Website Development	D1									EP3	EP6	EP9	EP12
	D2								EP1	EP4	EP7	EP10	
	D3								EP2	EP5	EP8	EP11	

Where,

D = Day

TL = Online Session

S = Self-Study Hours (over and above the course duration)

EP = eProject

3. Deliverables

The deliverables to be provided to the students and the trainers have been tabulated below:

➤ **Deliverables for Students:**

Module	Deliverable	OV KIT Code
Office Automation	Book Name: Inside Microsoft Office Book Code: AINNMSO1911220E000	Kit Code: OV-7062-KIT01-01-F Kit Name: Kit of 6 titles for OV-7062 ACCP Prime Term 1
Building Modern Websites	Book Name: Designing Modernistic Websites Book Code: AINNDMWEB10721E000	
Bootstrap and JQuery	Book Name: Dev Responsive Websites Bootstrap and JQuery-INTL Book Code: OV-DBJ0001	
UI/UX for Responsive Web Design	Book Name: Elegant and Effective Web Design with UI and UX Book Code: AINNEUIUX10721E000	
Optimize Web for Search Engines	Book Name: A Guide to Search Optimization Book Code: AINNGTSEO10721E000	
eProject-Responsive Website Development	Book Name: ePG-Responsive Website Development Book Code: AINNEPRWB10721E000	

➤ **Deliverables for Trainer:**










Module	Deliverable	OV KIT Code
Office Automation	Book Name: Inside Microsoft Office Book Code: AINNMSO1911220E000	Kit Code: OV-7062-KIT01-01-F Kit Name: Kit of 6 titles for OV-7062 ACCP Prime Term 1
Building Modern Websites	Book Name: Designing Modernistic Websites Book Code: AINNDMWEB10721E000	
Bootstrap and JQuery	Book Name: Dev Responsive Websites Bootstrap and JQuery-INTL Book Code: OV-DBJ0001	
UI/UX for Responsive Web Design	Book Name: Elegant and Effective Web Design with UI and UX Book Code: AINNEUIUX10721E000	
Optimize Web for Search Engines	Book Name: A Guide to Search Optimization Book Code: AINNGTSEO10721E000	
eProject-Responsive Website Development	Book Name: ePG-Responsive Website Development Book Code: AINNEPRWB10721E000	
Course	Master PM Module PMs Trainer Guide (wherever applicable) Classroom Presentations (wherever applicable)	

OnlineVarsity Deliverables

Onlinevarsity is a digital content access and collaboration platform for Aptech students. The numerous interesting features of the platform will enhance learning experience of the students.

(Faculties can access eBooks and other components in Onlinevarsity through Aprack.)

Resources available on OnlineVarsity (as applicable):

Icons	Feature - Description / Functionality
	Download eBook - Student has the option to download the subject related e-book and read offline
	Glossary - Student can access a list of subject related specialized words with their definitions.
	FAQ - Student can access frequently asked questions and their answers
	Show Me How - Student can view a step-wise simulation / demonstration of the module related topics.
	Practice 4 Me - Student can test and evaluate their understanding of module related topics.
	Work Assignments - Student can solve scenario-based lab assignments (Hands-on). The faculty will evaluate and give their feedbacks.
	References - Student can access additional subject related material for reading.
	Feedback - Student can provide feedback on the course material
	Ask to Learn – Student can submit subject related technical queries. Queries submitted will be directed to the particular course coordinator/head.

4. Evaluation Strategy

The Evaluation Strategy for the Course is as follows:

- Modular Examination (Objective + Practical)
- Term End Examination (Objective)
- Project

4.1 Award of Grades

Overall Weighted Marks $\geq 40\%$ but $< 60\%$ qualifies for PASS

Overall Weighted Marks $\geq 60\%$ but $< 75\%$ qualifies for CREDIT and

Overall Weighted Marks $\geq 75\%$ qualifies for DISTINCTION

Note: To attain a PASS/CREDIT/DISTINCTION grade, a student should achieve at least 40% in each of the elements of Modular Examination as well as Final Examination; otherwise he/she will be declared as 'Referred'.

4.2 Modular Examination

Below is the list of modules to be covered in the Examination along with their weightages:

Modular Examination 1 (M1)

Marks: 20

Duration: 40 minutes

Type: Objective

Sr. No.	Name of the Subject	Distribution of Marks
1.	Office Automation	20

Modular Examination 2 (M2)

Marks: 20

Duration: 40 minutes

Type: Objective

Sr. No.	Name of the Subject	Distribution of Marks
1.	Building Modern Websites	20

Modular Examination 3 (M3)

Marks: 20

Duration: 40 minutes

Type: Objective

Sr. No.	Name of the Subject	Distribution of Marks
1.	Bootstrap and JQuery	20

Modular Examination 4 (M4)

Marks: 20

Duration: 40 minutes

Type: Objective

Sr. No.	Name of the Subject	Distribution of Marks
1.	UI/UX for Responsive Web Design	20

Modular Examination 5 (M5)

Marks: 20

Duration: 40 minutes

Type: Objective

Sr. No.	Name of the Subject	Distribution of Marks
2.	Optimize Web for Search Engines	20

Modular Examination 8 (R1)

Marks: 20

Duration: 60 minutes

Type: Practical

Sr. No.	Name of the Subject	Distribution of Marks
1.	Building Modern Websites	20

Modular Examination 9 (R2)

Marks: 20

Duration: 60 minutes

Type: Practical

Sr. No.	Name of the Subject	Distribution of Marks
1.	Bootstrap and JQuery	20

Project

Marks: 100

Duration: 24 Hours

Type: eProject

Sr. No.	Name of the Subject	Distribution of Marks
1.	eProject-Responsive Website Development	100

4.3 Final Examination (E1)

Marks: 50

Duration: 60 minutes

Type: Objective

Sr. No.	Name of the Subject	Distribution of Marks
1.	Building Modern Websites	20
2.	UI/UX for Responsive Web Design	15
3.	Optimize Web for Search Engines	15

Evaluation Details

OES – 50%

Practical – 30%

eProject – 20%

5. Classroom and Lab Pre-requisites

The requirements for conducting the sessions of this course have been described as follows:

5.1 Software Requirements

Windows 10
MS Office 2019 Professional Edition
Figma UI Toolkit
NetBeans 8.0 or higher
CoffeeCup Free HTML5 Editor
Bootstrap 5 & jQuery 3.6.0
Google Tools

5.2 Recommended Hardware

Intel Core i3/i5 Processor or higher
8 GB RAM or above
Color SVGA
500 GB Hard Disk space
Mouse
Keyboard

5.3 Other Requirements (For Classroom)

Computer for giving demonstrations wherever applicable
LCD projector

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