

COURSE TITLE: Special Office Suit Package Software

COURSE CODE: DC-03-01

PERIODS/SEMESTER: 40



TIME SCHEDULE

MODULE	TOPIC	PERIODS
1	Use of MS Word	8
2	Use of MS Excel	9
3	Use of MS Power point & Internet	10
4	LaTeX software and Preparation of document using LaTeX	10
	Exam/Viva	3
Total		40

Course Objectives:

Module	Objectives
1	To build the strong foundation in MS Word of students needed for the field of Engineering.
2	To provide students with MS Excel for to formulate, solve and analyses complex engineering problems.
3	To provide good information and foundation in MS power point for better attractive presentations.
	To build the strong foundation in operating internet and basic operations of internet.
4	To provide students with LaTeX software for to most modern documental works in attractive manner.

Course Outcome:

Sl. No:	Sub	Oncompletionofthiscoursethestudentwillbeable:
1	1	TounderstandtheMS Word
2	1	TounderstandtheMS Excel
3	1	TounderstandtheMS Power point
	2	To Use Internet for basic requirements such as surfing and searching, create and use E-mails
4	1	To know LaTeX software, To understand formatting content using LaTeX
	2	Tounderstandthecreation of tables and images using LaTeX
	3	Tounderstandreferencing and indexing using LaTeX

SPECIFIC OUTCOMES

Sl. No:	Topic	CO	Taxonomy Level
Module - 1			
1	Creating, editing, saving and printing text documents	1	Understand
2	Font and paragraph formatting	1	Apply
3	Inserting tables, smart art, page breaks	1	Apply

4	Working with images	1	Apply
5	Using Spelling and Grammar check	1	Understand

Sl. No:	Topic	CO	Taxonomy Level
Module - 2			
1	Creating, editing, saving and printing spreadsheets	1	Understand
2	Working with functions & formulas	1	Apply
3	Modifying worksheets with colour & auto formats	1	Apply
4	Graphically representing data : Charts & Graphs	1	Apply
5	Securing & Protecting spreadsheets	1	Understand

Sl. No:	Topic	CO	Taxonomy Level
Module - 3			
1	Opening, viewing, creating, and printing slides	1	Understand
2	Applying auto layouts	1	Apply
3	Graphically representing data: Charts & Graphs	1	Apply
4	Creating Professional Slide for Presentation.	1	Create
5	Going to a specific website and bookmarking	2	Understand
6	Creating an email-ID, e-mail reading, saving, printing, forwarding and deleting the mails	2	Understand
7	Google sheet creation and effective usage of Google drives	2	Understand
8	Copy and paste Internet content into your word file and emails	2	Understand

Sl. No:	Topic	CO	Taxonomy Level
Module - 4			
1	LaTeX installation, First document using LaTeX	1	Apply
2	Reviewing different paper sizes, Formats the page by setting margins	1	Apply
3	Customizing header and footer	1	Apply

4	Changing the page orientation	1	Create
5	Dividing the document into multiple columns	1	Create
6	Reading different types of error messages	1	Apply
7	Formatting text (styles, size, alignment), Adding colors to text, bullets and numbered items	1	Apply
8	Writing complex mathematics	2	Create
9	Creating basic tables and adding simple and dashed borders	2	Apply
10	Add an image ,Explore different properties like rotate, scale, etc..	2	Create
11	Add bibliography (references), Create back index	3	Create

Bloom's Taxonomy Domain	Percentage Distribution
Remembering - R	0%
Understanding - U	26%
Applying - P	64%
Analysing - A	0%
Evaluating - E	0%
Creating - C	10%

Marks Distribution

Exam	Report	Activity/Practical	Viva	Total
20	20	50	10	100

Grading System

Grade	Grade Point	Mark Range
S	10	mark > 90 %
A	9	80% < mark < 90%
B	8	70% < mark < 80%

C	7	60% < mark < 70%
D	6	50% < mark < 60%
E	5	40% < mark < 50%
F	0	mark < 40%

Note: Students securing Grade point of 5 or more will be treated as qualified in this course.

Employment Opportunities:

1. Analyzer Specialist.
2. Office assistance Expert Engineer.
3. DTP expert for Engineering designs.