

DEPARTMENT OF INFORMATION TECHNOLOGY				CLASS: II UG				
Sem	Course Type	Course Code	Course Title	Credits	Contact Hours/week	CIA	Ext	Total
III	NME-I	20U3FNM1	PC Software	2	2	25	75	100

Nature of Course			
Knowledge and skill			Employability oriented
Skill oriented	✓		Entrepreneurship oriented

Course Objectives

1. To acquire knowledge on the basics of MS Office package.
2. To enable the user, to create and edit documents.
3. To manipulate numeric data, formulas and functions.
4. To impart the knowledge of worksheet.
5. To visualize the concept of power point presentation.

UNIT	CONTENT	Hrs	K-Level	CLO
I	Introduction to MS Office 2010: Getting started with office: Introduction - Starting an office program. Creating a Document with Word: Viewing the Word Window – Changing Document Views – Setting Up the Page – Setting Up the Page Margins – Selecting Text – Checking Spelling and Grammar – Adding Header and Footers.	6	Up to K2	1
II	Formatting & Enhancing Document with Word : Formatting a Document with Word: Formatting Text for Emphasis – Finding and Replacing -Formatting – Changing Paragraph Alignment – Changing line spacing – Displaying Rulers – Setting Paragraph Tabs – Creating Bulleted and Numbered Lists. Enhancing a Document with Word: Creating a Table – Entering Text in a Table – Modifying a Table – Adjusting Table Cells – Calculating a Value in a Table – Addressing Envelops and labels – Creating a Form Letter- Creating Labels.	6	Up to K2	2
III	Worksheet with Excel: Creating a Worksheet with Excel: Viewing the Excel Window – Selecting Cells – Moving Around the Workbook – Entering the values on a Worksheet – Entering Values Quickly with AutoFill – Editing Cell Contents – Clearing cell content – inserting and deleting cell contents – Selecting Rows, Columns and Special Ranges .	6	Up to K2	3

IV	Building a Worksheet with Excel: Understanding Formulas – Understanding Cell Referencing – Creating a Simple formula - Create a Formula Using Formula AutoComplete – Editing a Formula – Naming Cells and Ranges – Simplifying a Formula with Ranges – Calculating Totals with AutoSum – Correcting Formulas – Sorting and Filtering.	6	Up to K2	4
V	Presentation with PowerPoint : Creating Presentation with PowerPoint: Viewing the PowerPoint Window – Creating New and Consistent Slides – Working with Objects – Entering and Editing Text – Adding background Style Delivering a Presentation with PowerPoint: Adding Animation – Creating Slide Transitions – Inserting Videos and Audio- Creating a Custom Slide Show – Starting a Slide Show	6	Up to K2	5

Book for Study

“Microsoft Office 2010 On Demand” First Edition by Steve Johnson, Perspection, Inc, Published by Pearson Education.

Chapters

- Unit - I: Chapter 1& 6
- Unit - II: Chapter 7 & 8
- Unit - III: Chapter 9
- Unit - IV: Chapter 10
- Unit - V: Chapter 12 & 13

Books for Reference

1. “Learning Computer Fundamentals, MS Office and Internet & Web Technology” by Dinesh Maidasani, Third Edition, Firewall Media.
2. “Working with MS Office 2000” by Content Development Group. Tata McGraw-Hill Publishing Company Limited.
3. “PC Software for Windows 98 Made Simple” by R.K. Taxali - Tata McGraw-Hill Publishing Company Limited.

Web Resources

1. <https://www.howtogeek.com/445170/how-to-align-text-vertically-or-horizontally-in-microsoft-word/>
2. <https://www.excelcampus.com/functions/formula-editing-tips/>
3. <https://24slides.com/presentbetter/add-animations-powerpoint/>

Rationale for Nature of the course

- It is used to digitally create, store, manipulate rely office information and data needed for accumulation basic tasks and goals.

Activity on Skill Development

- Formal Letter Writing
- Resume Writing
- Presentation Design

Activities on Employability

- Data Entry operations
- Knowledge Processing Operations

Pedagogy

Chalk and talk, Materials, PPT, Assignment, Seminar, Problem solving, Group discussion, Interaction and Demonstration.

Course Designer(s) Name

1. Mr. N. Radha Krishnan
2. Mrs. R. TamilSelvi

Lesson Plan

Unit	Topics	Hours	Mode
I	Introduction to MS – Office 2010, Create and View the Word Window	2	Lecture & PPT
	Setting Up the Page and Page Margins, Selecting Text, Spelling and Grammar, Header and Footers	2	Lecture & PPT
		2	Lecture & PPT
II	Formatting Text, Finding and Replacing, Changing Paragraph Alignment and line spacing, Displaying Rulers, Setting Paragraph Tabs.	2	Lecture & PPT
	Creating Bulleted and Numbered Lists. Creating a Table, Entering Text in a Table, Modifying a Table, Adjusting Table Cells, Calculating a Value in a Table.	2	Lecture & PPT
	Addressing Envelops and labels, Creating a Form Letter, Creating Labels.	2	Lecture & PPT
III	Creating a Worksheet with Excel , Viewing the Excel Window, Selecting Cells, Moving Around the Workbook, Entering the values on a Worksheet.	3	Lecture & PPT
	Entering Values Quickly with AutoFill, Editing Cell Contents, Clearing cell content, inserting and deleting cell contents, Selecting Rows, Columns and Special Ranges	3	Group Discussion
IV	Understanding Formulas, Cell Referencing, Create a Formula Using Formula AutoComplete, Editing a Formula, Naming Cells and Ranges, Formula with Ranges.	3	Lecture & PPT
	Calculating Totals with AutoSum, Correcting Formulas, Sorting and filtering	3	Quiz

V	Viewing PowerPoint Window, Creating New, Consistent Slides, Working with Objects, Editing Text.	3	Assignment
	Adding background Style, Animation, Slide Transitions, Inserting Videos and Audio, Custom Slide Show, Slides Show.	3	Lecture, PPT

Course Learning Outcomes

On the completion of the course the student will be able to

CLOs	Course Learning Outcomes	K - Level
CLO 1	Express basic documents	Up to K2
CLO 2	Represent documents with formatting and use mail merge options	Up to K2
CLO 3	Demonstrate worksheets and organize data in Microsoft Excel	Up to K2
CLO 4	Trace the techniques of sorting and filtering	Up to K2
CLO 5	Demonstrate basic objects and design elements to presentations.	Up to K2

Mapping of CLOs with POs

CLOs/POs	PO1	PO2	PO3	PO4	PO5
CLO 1	3	1	2	1	3
CLO 2	3	2	3	2	3
CLO 3	3	2	2	3	3
CLO 4	3	3	3	3	3
CLO 5	3	3	2	3	3

(3 – Advanced Application, 2 – Intermediate Level, 1- Basic Level)

Learning Outcome Based Education & Assessment (LOBE)

Blue Print for Formative – PC Software

Articulation Mapping - K Levels with Course Outcomes (CLOs)

Sl. No	CLOs	K- Level	Section A		Section B		Section C (Open Choice)
			Short Answers		(Either/or Choice)		
			No. of Questions	K- Level	No. of Questions	K- Level	
1	CLO X	Up to K2	2	K1	2	K2&K2	2 (K1)
2	CLO Y	Up to K2	1	K1	2	K2&K2	1 (K1)
No. of Questions to be asked			3			4	3
No. of Questions to be answered			3			2	2
Marks for each question			2			7	10
Total Marks for each section			6			14	20

- CLO5 will be allotted for individual Assignment which carries five marks as part of CIA component.

Distribution of Section-wise Marks with K Levels (CIA I & II)

K - Levels	Section A (No Choice)	Section B (No Choice)	Section C (Either/or)	Total Marks	% of Marks without choice	Consolidated %
K1	6	-	30	36	56.25	100
K2	-	28	-	28	43.75	
Total Marks	6	28	30	64	100.00	100%

Learning Outcome Based Education & Assessment (LOBE)

Blue Print for Summative Examination – PC Software

Articulation Mapping – K Levels with Course Learning Outcomes (CLOs)

Sl.No	CLOs	K- Level	Section A		Section B		Section C (Open Choice)
			Short Answers		(Either/or Choice)		
			No of Questions	K - Level	No of Questions	K - Level	
1	CLO 1	Up to K2	1	K1	1	K2 & K2	1(K1)
2	CLO 2	Up to K2	1	K1	1	K2 & K2	1(K1)
3	CLO 3	Up to K2	1	K1	1	K2 & K2	1(K1)
4	CLO 4	Up to K2	1	K1	1	K2 & K2	1(K1)
5	CLO 5	Up to K2	1	K1	1	K2 & K2	1(K1)
No. of Questions to be asked			5		10		5
No. of Questions to be answered			5		5		3
Marks for each question			2		7		10
Total Marks for each section			10		35		30

- K1- Remembering and recalling facts with specific answers.
- K2- Basic understanding of facts and stating main ideas with general answers.

Distribution of Section – wise Marks with K Levels

K	Section A	Section B	Section C	Total	% of Marks	Consolidated
K1	10	-	50	60	46.15	100
K2	-	70	-	70	53.85	
Total	10	70	50	130	100	100%