College of Arts, Science & Commerce (Autonomous)

SIES

RISE WITH EDUCATION

NAAC REACCREDITED - 'A' GRADE

SIES College of Arts, Science and Commerce   (Autonomous)

Affiliated to University of Mumbai

Syllabus under NEP effective from June 2023

Department of Mathematics

Programme: B.Sc.

Semesters: I and II

Class: FYBSc

Vocational Skill Course

Course Name

Option1. Basic Spreadsheet and Word Processing Techniques
Option2. Basic Presentation and Designing Techniques

Choice Based Credit System (CBCS)
with effect from the academic year 2023-24

SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE, AUTONOMOUS, SION WEST

This course is offered to students of BSc in semester I or II, who have chosen Mathematics as Major/ Minor subject. Any one of the two options may be offered.

Option	Course Name	Course Code	Credits	L/P (per week)	Marks
Name of Program: Bachelor of Science **Name of Department:** Mathematics **Type of course:** Vocational Skill Course – Practical Course Evaluation Pattern: Continuous Internal Evaluation					
VSC option1	Basic Spreadsheet and Word Processing Techniques	SIUMTVS111/ SIUMTVS121	2	2 P	50
VSC option2	Basic Presentation and Designing Techniques	SIUMTVS111/ SIUMTVS121	2	2 P	50
1P (Practical) = 2 Hours per week					

Vocational Skill Course: Option 1

Course Name: **Basic Spreadsheet and Word Processing Techniques**
Credits**: 2**   Type: **Practical Course**

Expected Course Outcomes
On completion of this course, students will be able to
   1. Store and manipulate Data using Excel and Google Sheets
   2. Design an online questionnaire to collect data and analyse the data
   3. Design a quiz
   4. Perform word processing using MS Word and Google Docs which will include creating a resume and writing letters and other basic office skills

The following contents will be covered in Practical sessions. **Duration: 30 Practical Sessions of 2 hours per batch, of not more than 30 students.**

Prerequisites:	Use of Google Drive
a)	**Basic Excel and Google Sheets:**
	• Concept of Workbook, Worksheet, Cell, Google Sheets

		● Types of data, Entering, Editing, Deleting data, Fill command, Series command, Custom list ● Selecting, Inserting, Deleting cells, Rows, Columns, Ranges, Cell formatting ● References: Mixed, Relative, Absolute ● Formulae and Library Functions ● Hiding/ unhiding Rows, Columns; Background of sheet ● Data Validation, Conditional formatting, sorting, filter with customized condition ● Chart Wizard: Bar, Pie, Line, Scatter plot.
b)	**Google Forms:(3 L)**	
		● Set up a new form or quiz ● Edit and format a form or quiz ● Publish a form or quiz
c)	**Word Processing(Using MS Word/Google Doc): (6 L)**	
		● Text basics: Alignment and editing ● Text formatting and saving a file ● Working with objects ● Tables, Headers and Footers ● Sharing, printing a document

Practical Sessions	
Practical	Topic
01	Creating a table and manipulating the data
02	Data validation and graphical representation of data
03	Formulae and Library functions
04	Creating an online questionnaire
05	Creating a quiz
06	Analysing Form data
07	Typing an article from a sample
08	Writing application letters and creating a CV

References and Online Resources:

1) Greg Harvey, *Excel 2010 All-In-One for Dummies*;

2) For Google Sheets: online resource

   The Zapier Team, *The ultimate guide to google sheets 2016*, Zapier Learning

3) For Google Forms: online resource

   https://support.google.com/docs/answer/6281888?hl=en&co=GENIE.Platform%3DDesktop

4) For Google Docs: online resource *https://support.google.com/a/users/answer/9282664?hl=en*

Scheme of Evaluation:

There will be continuous internal assessment throughout the semester.
A practical examination will be conducted at the end of the semester.
Students will have to submit the certified journal at the time of practical examination.

1. Project and Viva	20
2. Journal	05
3. Attendance and participation	05
4. Practical Examination	20
Total Marks	50

Vocational Skill Course: Option 2

Course Name: **Basic Presentation and Designing Techniques**
Credits: 2   Type: Practical Course

Expected Course Outcomes

On completion of this course, students will be able to

1. Set up and perform presentations required as an employee of any organisation

2. Design brochures, pamphlets, posters, booklets

3. Design animated presentations

4. Design and publish their own websites

The following contents will be covered in Practical sessions.

Duration: 30 Practical Sessions of 2 hours per batch, of not more than 30 students.

Prerequisites:	Use of Google Drive

a)	**Basic Powerpoint and Google Slides**
	- Setting up a presentation - Creating slides and applying themes - Text Basics - Working with objects, smart arts, etc - Transitions and Animations - Presenting slide show - Inserting Charts from Google sheets into Google Slides
b)	**Canva and Powtoon**
	- Canva Menus, Creating a team, using and customising templates, using search and personalising editor, using and elements, fonts and text, uploading and using media, sharing and collaborating on designs, saving and organising documents - Knowing Powtoon Workspace, creating and presenting animated presentations using Powtoon
c)	**Google Sites**
	- Creating your own website - Adding contents to the site (this includes adding everything learned in this course upto last section) - Publishing and Sharing the site

Practical Sessions	
Practical	Topic
01	Setting up and presentation using MS PowerPoint
02	Setting up and presentation using Google Slides
03	Setting up a professional presentation using charts and other features
04	Creating a brochure/pamphlet/poster using Canva from
05	Animated Presentation using Powtoon
06	Creating and organising data in Google Drive

07	Creating a simple website and publishing it
08	Using Google slides and Canva in Google sites

References and Online resources:

1) MS PowerPoint:
https://www.technology.pitt.edu/sites/default/files/Microsoft%20PowerPoint%202019%20Fundamentals.pdf
2) Google Slides:
https://edu.gcfglobal.org/en/googleslides/#

3) Canva:
https://www.canva.com/learn/how-to-canva-beginners-guide/

4) Powtoon:: Tutorials | Powtoon. Also, POWTOON

5) Google Sites:
How to use Google Sites - Sites Help

Scheme of Evaluation:

There will be continuous internal assessment throughout the semester.
A practical examination will be conducted at the end of the semester.
Students will have to submit the certified journal at the time of practical examination.

5. Project and Viva	20
6. Journal	05
7. Attendance and participation	05
8. Practical Examination	20
Total Marks	50

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