



**SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE
(Autonomous)**

**Affiliated to
UNIVERSITY OF MUMBAI**

**Syllabus under NEP effective from June 2023
Department of Physics & Mathematics**

**Programme: B.A. & B.Com
Sem: I and II
Class: FYBA & FYBCom**

**Skill Enhancement Course
Courses: 1. Basic Spreadsheet and Word Processing Techniques,
2. Basic Presentation and Designing Techniques**

Choice Based Credit System (CBCS) with effect from the academic year 2023–2024

**Skill Enhancement Course
Class: FYBA/FYBCom**

SEMESTER I				
Course Code	Title	Total Marks	Credits	Practicals/ week
SIUPYSE112	Basic Spreadsheet and Word Processing Techniques	50	02	02
SEMESTER II				
Course Code	Title	Total Marks	Credits	Practicals/ week
SIUPYSE122	Basic Presentation and Designing Techniques	50	02	02

SEMESTER I

Course Code: SIUPYSE112

Course Name: **Basic Spreadsheet and Word Processing Techniques**

Learning Objective

To provide computer knowledge to students and equip them with computational skills using ICT.

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 **30 Practical sessions** of **60 hours** per batch in a semester

Pre-requisites:	Own Google Account.
Unit 1 a)	Basic spreadsheet and Google Sheets:
	<ul style="list-style-type: none"> ● 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.
Unit 1 b)	Google Forms:
	<ul style="list-style-type: none"> ● Set up a new form/quiz ● Edit and format a form ● Publish a form
Unit 1 c)	Word Processing(Using MS Word/Google Doc):
	<ul style="list-style-type: none"> ● Text basics: Alignment and editing ● Text formatting and saving a file ● Working with objects ● Tables, Headers and Footers ● Sharing, printing a document

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

Criterion for journal certification: Minimum six practicals required to be attended and completed.

Optional Project Work:

Students may opt to take up a project. One project (optional) is equivalent to 2 practicals. Project topic will be decided by the teacher incharge. Project report should be submitted to the teacher in-charge along with the journal.

Main Reference Books:

1. Office 2010 the missing manual – Nancy Conner and Matthew MacDonald.
2. Excel 2010 All-In-One for Dummies – Greg Harvey.

Additional Reference Books:

1. Microsoft Office 97 – Gini Courter and Annette Marquis.
2. Microsoft Office 2016 – Joan Lambert and Curtis Frye.

References:

1 a)	MS Excel: Excel 2010 All-In-One for Dummies – Greg Harvey Google Sheets: The Ultimate Guide to Google Sheets
1 b)	Google Forms: How to use Google Forms - Computer - Google Docs Editors Help
1 c)	Google Docs: Google Docs training and help - Google Workspace Learning Center

Scheme of examination

There will be continuous evaluation for the course throughout the semester.

Sr No.	Particulars	Marks
1.	Active participation and certified journal	20
2.	Practical examination	20
3.	Viva	10
	Total	50

SEMESTER II

Course Code: SIUPYSE112

Course Name: **Basic Presentation and Designing Techniques**

Learning Objective

Students will be able to independently create professional-looking presentations and designing techniques.

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 **30 Practical sessions** of **60 hours** per batch in a semester

Pre-requisites:	Own Google Account.
Unit 1 a)	Basic PowerPoint and Google Slides:
	<ul style="list-style-type: none"> ● 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
Unit 1 b)	Canva and Powtoon
	<ul style="list-style-type: none"> ● 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
Unit 1 c)	Google Sites
	<ul style="list-style-type: none"> ● 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	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

Criterion for journal certification: Minimum six practicals required to be attended and completed.

Optional Project Work:

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Additional Reference Books:

1. Microsoft Office 97 – Gini Courter and Annette Marquis.
2. Microsoft Office 2016 – Joan Lambert and Curtis Frye.

References:

1 a)	MS PowerPoint: Microsoft PowerPoint 2019 Fundamentals Workshop Google Slides: https://edu.gcfglobal.org/en/googleslides/#
1 b)	Canva: A beginner's guide to using Canva Powtoon: Tutorials Powtoon Also, POWTOON
1 c)	Google Sites: How to use Google Sites - Sites Help

Scheme of examination

There will be continuous evaluation for the course throughout the semester.

Sr No.	Particulars	Marks
1.	Active participation and certified journal	20
2.	Practical examination	20
3.	Viva	10
	Total	50