



**Gyanmanjari**  
Innovative University

Course Syllabus

Gyanmanjari Institute of Management Studies

Semester-2 (BBA)

**Subject:** Office Essentials – BBAXX10205

**Type of course:** Skill Enhancement Course (SEC)

**Prerequisite:**

Office essentials courses typically include a basic familiarity with computer hardware and operating systems, as well as fundamental digital literacy skills. Students should have a working knowledge of common software applications such as word processors, spreadsheets, and presentation software. Additionally, a comfortable understanding of file management, keyboard shortcuts, and basic troubleshooting is beneficial.

**Rationale:**

An office essentials course is essential in today's professional landscape as it equips individuals with the practical skills and knowledge required to efficiently navigate and utilize critical software essentials such as Microsoft Office Suite, Google Workspace, and project management applications. This training enables enhanced productivity, effective communication, data management, and document creation. Ultimately, an office essentials course empowers individuals to be more effective and competitive in the modern workforce, fostering professional growth and organizational success.

**Teaching and Examination Scheme:**

Teaching Scheme			Credits	Examination Marks				Total Marks
CI	T	P		C	SEE	CCE		
			LWA			V	ALA	
0	0	4	2	50	20	10	20	100

*Legends: CI-Classroom Instructions; T – Tutorial; P - Practical; C – Credit; SEE - Semester End Evaluation; MSE- Mid Semester Examination; V – Viva; CCE-Continuous and Comprehensive Evaluation; ALA- Active Learning Activities.*

2 Credits \* 25 Marks = 50 Marks (each credit carries 25 Marks)

SEE 50 Marks will be converted in to 25 Marks

CCE 50 Marks will be converted in to 25 Marks

It is compulsory to pass in each individual component.



**Course Content:**

Sr.No	Course content	Hrs	% Weightage
1	<p><b>Introduction to Office Tools</b></p> <ul style="list-style-type: none"> <li>Understanding the importance of office tools in the modern workplace.</li> <li>Overview of commonly used office tools.</li> </ul> <p><b>Word Processing Software (e.g., Word or Google Docs)</b></p> <ul style="list-style-type: none"> <li>Creating, editing, and formatting documents.</li> <li>Working with text, tables, and graphics.</li> <li>Document printing and sharing.</li> </ul>	-	25 %
2	<p><b>Spreadsheet Software (e.g., Excel or Google Sheets)</b></p> <ul style="list-style-type: none"> <li>Creating and formatting spreadsheets.</li> <li>Data entry.</li> <li>Formulas and functions for data analysis.</li> <li>Data visualization with charts and graphs.</li> </ul> <p><b>Presentation Software (e.g., PowerPoint or Google Slides)</b></p> <ul style="list-style-type: none"> <li>Creating and designing effective presentations.</li> <li>Adding multimedia elements.</li> <li>Slide transitions and animations.</li> <li>Presenting skills and tips.</li> </ul>	-	25%
3	<p><b>Email and Communication Tools (e.g., Outlook or Gmail)</b></p> <ul style="list-style-type: none"> <li>Managing emails and folders.</li> <li>Calendar scheduling and Setting up Virtual meetings.</li> <li>Effective email communication etiquette.</li> </ul> <p><b>File Management and Cloud Storage (e.g., Google Drive, Drop box)</b></p> <ul style="list-style-type: none"> <li>Organizing and managing files and folders.</li> <li>Cloud storage and backup.</li> </ul>	-	25 %
4	<p><b>Data Security and Privacy</b></p> <ul style="list-style-type: none"> <li>Importance of data security.</li> <li>Password management and cyber security best practices.</li> <li>Preparation of Actual Reports using Office</li> </ul>	-	25%



**Continuous Assessment:**

Sr.No	Active Learning Activities	Marks
1	<b>PowerPoint Presentation</b> The students will prepare a professional PPT on the topic assigned by the faculty and upload it on the GMIU Web portal.	10
2	<b>Report Preparation</b> The students will prepare a report on the content provided by the faculty in Excel along with charts & tables and upload it on the GMIU Web portal.	10
Total		20

Sr. No	Practical's	Unit no	App hours
1	Creating, editing, and formatting documents.	1	6
2	Working with text, tables, and graphics.	1	6
3	Document printing and sharing.	1	3
4	Creating and formatting spreadsheets, Data entry.	2	6
5	Formulas and functions for data analysis.	2	8
6	Data visualization with charts and graphs.	2	6
7	Adding multimedia elements.	2	4
8	Slide transitions and animations.	2	4
9	Managing emails and folders	3	3
10	Calendar scheduling and Setting up Virtual meetings.	3	3
11	Organizing and managing files and folders	3	2
12	Cloud storage and backup.	3	2
13	Preparation of Actual Reports using Office	4	7
Total			60





**Suggested Specification table with Marks (Theory): NA**

Distribution of Theory Marks (Revised Bloom's Taxonomy)						
Level	Remembrance (R)	Understanding (U)	Application (A)	Analyze (N)	Evaluate (E)	Create (C)
Weightage	0%	0%	0%	0%	0%	0%

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

**Course Outcome:**

After learning the course, the students should be able to:	
CO1	Develop understanding of Office Tools & Develop proficiency in Word processing software.
CO2	Cultivate proficiency in Spreadsheet software & Presentation software.
CO3	Implement their proficiency in Email, Communication, File management & Cloud storage.
CO4	Understand Data Security and Privacy concerns.

**Instructional Method:**

The course delivery method will depend upon the requirement of content and the needs of students. The teacher, in addition to conventional teaching methods by black board, may also use any tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

From the content 10% topics are suggested for flipped mode instruction. Students will use supplementary resources such as online videos, NPTEL/SWAYAM videos, e-courses. The internal evaluation will be done on the basis of Active Learning Assignment.

Practical/Viva examination will be conducted at the end of semester for evaluation of performance of students in the laboratory.

**Reference Books:**

1. "Microsoft Office 2019 Inside Out" by Joe Habraken
2. "Mastering Microsoft Office 2019 and Office 365" by Dinesh Maidasani
3. "Teach Yourself Microsoft Office" series by Yogesh M. Rathod, Latest Edition
4. "Google Workspace: The Ultimate User Guide" by Joe Mayo, Latest Edition

