



Gyanmanjari
Innovative University

Course Syllabus
Gyanmanjari Science College
Semester-4 (B.Sc.)

Subject: Office Tools- BSCXX14211

Type of course: Skill Enhancement Course (SEC)

Prerequisite: Basic familiarity with computer hardware and operating systems, as well as fundamental digital literacy skills.

Rationale: An office tools course is essential in today's professional and scapeasit 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 tools 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			Credit	Examination Marks				Total Marks
CI	T	P		C	SEE	CCE		
			LWA			V	ALA	
0	0	4	2	50	20	10	20	100

Legends: CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; ESE - End Semester Examination; MSE- Mid Semester Examination; V – Viva; CA - Continuous Assessment; ALA- Active Learning Activities.

2 Credits*25 Marks =50 Marks (each credit carries25 Marks)

SEE 50Marks will be converted into25Marks

CCE 50 Marks will be converted into 25Marks



Continuous Assessment:

Sr. No	Active Learning Activities	Marks
1	Power Point Presentation The students will prepare a professional PPT on the topic assigned by the faculty and upload it on the GMIU Web portal.	10
2	Report Preparation 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

Course Content:

Unit No	Course content	Weightage
1	Chapter:1 Introduction to Office Tools <ul style="list-style-type: none"> • Understanding the importance of office tools in the modern workplace. • Overview of commonly used office tools. Chapter:2 Word Processing Software (e.g., Word or Google Docs) <ul style="list-style-type: none"> • Creating, editing, and formatting documents. • Working with text, tables, and graphics. • Document printing and sharing. 	25%
2	Chapter:3 Spreadsheet Software (e.g., Excel or Google Sheets) <ul style="list-style-type: none"> • Creating and formatting spreadsheets. • Data entry. • Formulas and functions for data analysis. • Data visualization with charts and graphs. Chapter:4 Presentation Software (e.g., PowerPoint or Google Slides) <ul style="list-style-type: none"> • Creating and designing effective presentations. • Adding multimedia elements. • Slide transitions and animations. • Presenting skills and tips. 	25%



3	Chapter:5 Email and Communication Tools (e.g. Outlook or Gmail) <ul style="list-style-type: none"> Managing emails and folders. Calendar scheduling and Setting up Virtual meetings. Effective email communication etiquette. Chapter:6 File Management and Cloud Storage (e.g., Google Drive, Drop box) <ul style="list-style-type: none"> Organizing and managing files and folders. Cloud storage and backup. 	25%
4	Chapter:7 Data Security and Privacy <ul style="list-style-type: none"> Importance of data security. Password management and cyber security best practices. Preparation of Actual Reports using Office. 	25%

List of Practical:

Sr. No	Practicals	Unit no	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	00	00	00	00	00	00

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 Spread sheet 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 need of students. The teacher in addition to conventional teaching method by black board, may also use any of 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, Virtual Laboratory

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 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

