Gyanmanjari
Innovative University

Subject: Technology Tools for workplace Productivity- BBA1XX11202

Type of course: Skill Enhancement Courses (SEC)

Prerequisite: Students must have Basic understanding of computer operations and internet usage.

Rationale: The course is designed to equip students with foundational digital skills and productivity tools essential for modern workplace efficiency.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks		Total Marks
CI	T	P	C	ESE	CCE	
2	0	4	2	50	50	100

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

Course Content:

Sr. No	Course Content	Hrs.	% Weightage
1	**Theory Topics** **Introduction to Digital Workplace and Word Processing** • Understanding workplace productivity and digital tools • Cloud vs. local applications – overview • Introduction to Microsoft Word / Google Doc • Formatting tools, templates, table creation, and document sharing **Practical** • **Create a Professional Resume** Use Microsoft Word or Google Docs to prepare your resume. Choose a template and fill in your real information with proper formatting. • **Write a Business Letter**	02 T 04 P	20

Draft a formal letter to a company (e.g., requesting a company profile or product catalogue). Follow business letter formatting rules.

- **Collaborate on a Document**
  Share a Google Doc with one classmate. Both of you should edit the same document and use the comment feature.
- **Design a Meeting Agenda**
  Use a Word template to prepare an agenda for a team meeting. Include date, time, objectives, and a list of topics.

Examination Style:

Sr. No	Evaluation Methods	ESE	CCE
1	**ALA - 1** **Create a Company Profile Document** Students will design one-page company profile for a fictional business using MS Word or Google Docs with proper formatting and header styles. They will upload the PDF on the GMIU Web Portal.		10
2	**Project Work** **Document Design Challenge** Students will prepare a mini document set: one resume, one cover letter, and one formatted agenda for a hypothetical meeting. The bundle will be evaluated for clarity, formatting, and professionalism. Submit a combined PDF on the GMIU Web Portal.	10	

Part	Criteria	Marks	Description
A	Resume Design	3	Professionally formatted resume with relevant content, appropriate font, alignment, and concise

				presentation.				
	B	Cover Letter Clarity	3	Clearly structured cover letter tailored to a job profile; demonstrates tone, grammar, and professional layout.				
	C	Meeting Agenda Format	2	Well-structured agenda with date, time, participants, and key items logically ordered.				
	D	Overall Presentation	2	Complete bundle in a single PDF; uniform formatting, document naming, and submission adherence.				
	Total				10	10		

Theory Topics
Spreadsheet Tools for Workplace Efficiency
- Basics of Microsoft Excel / Google Sheet
- Data entry, formatting, sorting, and filtering
- Basic formulas and charts

Practical
- **Prepare a Monthly Expense Sheet**
  List your weekly expenses in Excel or Google Sheets. Use formulas like SUM and AVERAGE to calculate your total and average spending.
- **Create a Sales Report Chart**
  Use given sales data and make a bar chart and pie chart using Microsoft Excel or Google Sheets.
- **Use Conditional Formatting**
  Enter at least 10 values in a column. Highlight values below a certain number using conditional formatting.
- **Collaborate on Google Sheets**
  Work in pairs. Create a shared Google Sheet where both students enter and update data at the same time.

Examination Style:

Sr. No	Evaluation Methods					ESE		03 T 03 P	20
1	**ALA - 2** **Startup Cost Estimator** Students will prepare a sheet estimating costs for starting a small business (e.g., café, t-shirt brand). Include rent, materials, marketing, and one-time setup costs. Use formula to calculate the total budget. Upload PDF on the GMIU Web Portal.								
3	**Project** **"Plan a Small Event Budget Sheet"** Students will create a detailed event budget for an imaginary seminar or workshop using categories like venue, catering, stationery, and gifts. Submit the PDF on the GMIU Web Portal.					10			

Part	Criteria	Marks	Description
A	Budget Categorization	3	Appropriately identifies and classifies all key cost categories such as venue, catering, stationery, gifts, and contingencies.
B	Cost Detailing & Logic	3	Provides realistic and well-researched cost estimates with brief justifications or calculations where needed.

The "2" appears as the Sr. No for this row block.

		C	Presentati on & Formattin g	4	Neatly organized budget sheet with headings, subheadings, and consistent formatting; uses tables or Excel layout.			
	Total					10	10	

Theory Topics
Presentation & Visual Communication Tools
- Microsoft PowerPoint / Google Slides – structure, transitions, animations
- Canva – Introduction to visual design
- Creating posters, business templates, and visual aids

Practical

- **Make a 5-Slide Presentation**
  Create a short presentation on a topic like "Why Time Management is Important." Use transitions and bullet points and apply animations to text and images on each slide. Present your slides in a classroom.
- **Design an Event Poster in Canva**
  Use Canva to design a poster for a college event or a new product. Choose colors and fonts carefully

Examination Style:

Sr. No	Evaluation Methods	ESE		
			02 T 04 P	20
1	**ALA -3** **Mini Presentation: "Me & My Goals"** Students will make a 5-slide presentation introducing themselves and their personal/career goals, using animations and transitions. Submit presentation file on the GMIU Web Portal.			
2	**Pitch with Poster:** Students will prepare and present a product or service idea, supported by one Canva poster and a Power Point Presentation. Presentation will be delivered in the classroom. | Part	Criteria	Marks	Description		10		

(The "3" appears in the leftmost column aligned with the Examination Style table)

		A	Idea & Content Clarity	4	Clearly articulated product/service idea with originality, relevance, and logical structure. Problem-solution alignment must be evident.					
		B	Visual Communication	3	Canva poster and PowerPoint are visually appealing, well-organized, error-free, and enhance the pitch narrative.					
		C	Presentation Delivery	3	Confident, professional delivery with clear voice, time management, body language, and ability to handle questions.					
	Total					10	10			

Theory Topics
Digital Communication and Collaboration Platforms
- Email writing
- Google Calendar – event scheduling, reminder
- Microsoft Teams – group chats, file sharing
- Google Meet / Zoom – basic functions and meeting etiquette

Practical
- **Send a Professional Email**
  Write and send an email to your teacher or peer using Gmail. Attach a file and include a proper subject line and signature.
- **Schedule a Meeting with Google Calendar**
  Create a meeting event, add a title, set the date and time, and invite classmates via email.
- **Create a Team Channel**
  Use Microsoft Teams to create a group for your class project. Add members and send a welcome message.
- **Host a Mock Video Meeting**
  In a group of 3–4, conduct a virtual meeting using Google Meet or Zoom. One student will share their screen to present.

4 — 03 T / 03 P — 20

Examination Style:

Sr. No	Evaluation Methods	ESE	CCE
1	**ALA - 4** **Email Like a Pro** Students will write and send a professional email (e.g., requesting internship details or business information). Upload screenshot as PDF on the GMIU Web Portal.		10
2	**The Virtual Team Experience** In groups, students will conduct a 5–7-minute mock virtual team meeting, with one student	10	

acting as host, one as presenter, and others as participants. The meeting will be observed by the examiner.

Part	Criteria	Marks	Description
A	Role Execution & Collaboration	4	Each team member performs their assigned role effectively (host, presenter, participant); demonstrates coordination, active engagement, and group synergy.
B	Content & Meeting Flow	3	Meeting has a clear objective, relevant agenda, structured discussion, and time-efficient flow. Presenter delivers with clarity.
C	Virtual Etiquette & Professionalism	3	Proper use of Google Meet features (mute, screen share, chat), appropriate dress code, communication tone, punctuality, and minimal disruptions.
Total		10	10

Theory Topics
Digital Communication and Collaboration Platforms
- Task/project management with Trello
- Google Forms – feedback, quiz creation, response analysis
- Google Drive / OneDrive – uploading, sharing, organizing files

Practical
- **Build a Trello Task Board**
  Create a Trello board for a class project. Add at least 3 lists: To Do, Doing, and Done. Add 5 tasks.
- **Design a online Feedback Form**
  Create online feedback form to collect feedback from classmates. Add multiple-choice, short answer, and rating questions.
- **Organize Files in Google Drive**
  Create folders for each subject. Upload at least 3 files and share one folder with a classmate or teacher.

5 | 03 T | 20
     | 03 P |

Examination Style:

Sr. No	Evaluation Methods	ESE	CCE
1	**ALA - 5** **Trello Your Task** Students will create a Trello board for a mini group assignment. It must include lists such as to Do, In Progress, and Done, with 5 or more task cards. Trello board screenshot to be submitted on the GMIU Web Portal.		10
2	**Digital Workplace Simulator** Simulate collecting student opinions on a hypothetical college issue using Trello (task assignment) and Google Form (data collection). Analyze responses and propose action points. Upload the Trello board link, Google Form link, and a report of key decisions in a single PDF on the GMIU Web Portal.	10	

Part	Criteria	Marks	Description
A	Trello Board Workflow	4	Board includes at least 3 lists (Planning, In Progress, Done) and 5+ task cards with descriptions.
B	Google Form – Survey Design	3	Form contains minimum 5 relevant questions; minimum 5 responses collected; form link included.
C	Strategic Summary & Submission	3	A brief summary report (150–200 words) suggests 2 action points based on responses; all links correctly included in PDF.

		ESE	CCE
Total		10	10

Suggested Specification table :

Distribution of Marks (Revised Bloom's Taxonomy)						
Level	Remembrance (R)	Understanding (U)	Application (A)	Analyze (N)	Evaluate (E)	Create (C)
Weightage %	10%	10%	20%	20%	20%	20%

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	Apply basic document, spreadsheet, and presentation tools.
CO2	Understand the use of modern workplace tools like email and team applications.
CO3	Manage projects and tasks effectively using cloud-based productivity platforms.
CO4	Design basic forms, visuals, and apply beginner-level automation to improve efficiency.
CO5	Grasp the knowledge of digital tools like Trello, Google Forms, and Google Drive to manage tasks, gather feedback, and collaborate effectively.

Instructional Method:

The course delivery method will depend upon the requirement of content and needs 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 the 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] Stay.J. (2024). Canva for Dummies.

[2] Pascal.R. (2023). The Google workspace Bible.

[3] Tech Demystified (2021). Microsoft Office 365-ALL–IN-ONE FOR BEGINNERS & POWER USERS.

[4] Srivastava, S. C. (2006). Fundamentals of Information Technology. New Age International Publishers.

[5] Saxena, S. (2010). A First Course in Computers. Vikas Publishing House.