



Gyanmanjari
Innovative University

Syllabus
Gyanmanjari Institute of Arts
Semester-1 (B. A.)

Subject: Office Essential (BAT2XX11202)

Type of course: Skill Enhancement Course (SEC)

Prerequisite: Students should have a working knowledge of common software applications such as word processors, spreadsheets, and presentation software.

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	
0	0	4	2	50	50	100

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



Sr. No.	Course content	Hrs.	Weight age								
1	Introduction to Office Tools • Operating System basics • Folder management • Professional document formatting • Official letters • Circulars • Notices • Minutes of Meeting • Resume & Cover Letter • PDF conversion • Printing options Practical 1: Introduction to the operating system and its different features. Practical 2: Create a Word document to write a paragraph and set margins of 0.5 in on the top and left side; add an image and a video link. Practical 3: Create a Word document to find and replace characters and also set a style like font color, background colour, font style (bold, italic, underline). Practical 4: Create a Word document to show a table containing student roll-no, name and city marks. Practical 5: Create a Word document to set header and footer and also add WordArt. Practical 6: Create a Word document to write an article and show the same as a newspaper advertisement. Examination Style: <table border="1"> <thead> <tr> <th>Sr. No</th><th>Evaluation Method</th><th>SEE</th><th>CCE</th></tr> </thead> <tbody> <tr> <td>1</td><td> ALA 1:Design a complete Office Documentation Portfolio. Create a text document incorporating various page setup features, font, language and character feature, pictures-shape-icons-SmartArt feature, header-footer with page number feature, chart/graph with referring technical survey/Project report and Create a newspaper advertisement of </td><td>-</td><td>10</td></tr> </tbody> </table>	Sr. No	Evaluation Method	SEE	CCE	1	ALA 1:Design a complete Office Documentation Portfolio. Create a text document incorporating various page setup features, font, language and character feature, pictures-shape-icons-SmartArt feature, header-footer with page number feature, chart/graph with referring technical survey/Project report and Create a newspaper advertisement of	-	10	P: 06	20%
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	the same, which shows images, shape and other tools to look the same as advertisement. Upload the report and advertisement on the GMIU Web Portal.				
2	Professional Office Documents & Digital Literacy Create a Professional Office Document: Prepare an official office letter/report using proper page setup, styles, tables, images, header-footer, page numbering, and export it as a PDF.	10	-		
	Total	10	10		
2	Spreadsheet Software (e.g. Excel or Google Sheets) • Data entry • Formatting • IF • SUMIF • COUNTIF • VLOOKUP/XLOOKUP • Conditional Formatting • Charts • Pivot Tables • Attendance sheet • Budget sheet. Practical 1: Introduction to Open office calc files, Workbooks, Worksheets, Columns and Rows. Practical 2: Create a spreadsheet document to set a table property like insert, delete row and column. Practical 3: Create a spreadsheet document to set formatting text, row, and column (color, background color, font style, font family etc.) Practical 4: Create a spreadsheet document to calculate all arithmetic operations like addition, subtraction, multiplication, division. Practical 5: Create a spreadsheet document to apply border, gridlines and shading to the table, Warp Text, Orientation and merge cells. Examination Style:			P: 06	20%



Sr. No	Evaluation Method	SEE	CCE		
1	ALA 2: Build a Student Result & Attendance Dashboard. Create spreadsheet document with use of sort & filter features, conditional formatting features, font & alignment setting and formatting features with use of analyze data using formulas and functions it through charts with referring student's results data sheet upload it on the GMIU web portal.	-	10		
2	Spreadsheet & Data Management Prepare and Analyze Data: Create a spreadsheet using formulas/functions, apply formatting, sorting/filtering, conditional formatting, and generate an appropriate chart for the given dataset.	10	-		
	Total	10	10		
3	Presentation Software (e.g. PowerPoint or Google Slide) • Presentation principles • Storytelling • Slide hierarchy • Infographics • Icons • SmartArt • Speaker notes • Hyperlinks • Presenter View • Delivery techniques Practical 1: Prepare Power point presentation with a set different animation in slide. Practical 2: Creating new slides using text, clipart, image, shape. Practical 3: Creating new slides using drawing tools, applying shape or picture styles, applying borders, fill, effects, clip art collection. Practical 4: Creating a new slide using embed a video, link and configuring a sound to an object. Practical 5: Creating new slides using transition effects and timings. Examination Style:			P: 06	20%



	Sr. No.	Evaluation Method	SEE	CCE		
	1	ALA-3: Investor pitch or departmental presentation. Create slide presentations of relevant topics using basic formatting features, insert and design slide, drawing tools, shape and picture style, object fill and effects, animation and transition effects and hyperlink upload it on the GMIU web portal.	-	10		
	2	Presentation & Visual Communication Develop a Professional Presentation: Create a 6–8 slide presentation on a given topic using themes, SmartArt, images, charts, animations, transitions, and presenter notes.	10	-		
		Total	10	10		
4	Email and Communication Tools (e.g. Outlook or Gmail) - Professional Email - Email etiquette - Calendar - Meeting invitations - Google Drive - Shared folders - Google Docs collaboration - Google Forms - Google Meet - Cloud storage Practical 1 : Compose professional emails using appropriate subject lines, CC, BCC, signatures, and attachments. Practical 2 : Create labels, folders, filters, and email forwarding rules in Gmail or Outlook. Practical 3 : Schedule meetings using Google Calendar/Outlook Calendar and generate virtual meeting links. Practical 4 : Create and share documents collaboratively using Google Docs, Sheets, and Slides with comments and version history. Practical 5 :				P: 06	20%



	Design an online registration form using Google Forms and analyze responses automatically. Practical 6: Organize files using Google Drive or OneDrive, implement sharing permissions, and demonstrate cloud backup. Examination Style: <table border="1"> <thead> <tr> <th>Sr. No</th><th>Evaluation Method</th><th>SEE</th><th>CCE</th></tr> </thead> <tbody> <tr> <td>1</td><td>ALA 4: Email Writing Write an email to multiple users and add cc, bcc also attach documents. Upload a screenshot of the mail on the GMIU Web Portal.</td><td>-</td><td>10</td></tr> <tr> <td>2</td><td>Digital Communication & Collaboration Perform Office Communication Task: Draft and send a professional email with CC/BCC, attachment, meeting invitation, organize files in cloud storage, and share a folder/document with appropriate permissions.</td><td>10</td><td>-</td></tr> <tr> <td colspan="2">Total</td><td>10</td><td>10</td></tr> </tbody> </table>	Sr. No	Evaluation Method	SEE	CCE	1	ALA 4: Email Writing Write an email to multiple users and add cc, bcc also attach documents. Upload a screenshot of the mail on the GMIU Web Portal.	-	10	2	Digital Communication & Collaboration Perform Office Communication Task: Draft and send a professional email with CC/BCC, attachment, meeting invitation, organize files in cloud storage, and share a folder/document with appropriate permissions.	10	-	Total		10	10		
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5	AI Productivity, Office Automation ● ChatGPT for office work ● Microsoft Copilot ● Google Gemini ● AI-assisted document drafting ● AI-generated presentations ● AI for spreadsheets ● Prompt writing ● Password management ● Phishing ● Digital privacy ● Two-factor authentication ● Cyber ethics Practical 1 : Use ChatGPT or Microsoft Copilot to draft professional emails, reports, and meeting summaries. Practical 2 : Generate spreadsheets, formulas, charts, and presentation outlines using AI assistance. Practical 3 : Compare manually prepared documents with AI-assisted versions and evaluate improvements.	P:06	20%																



Practical 4 :
Identify phishing emails, create strong passwords, enable two-factor authentication, and practice safe digital behavior.

Practical 5 :
Complete an integrated office automation task by combining AI tools with Word, Excel, PowerPoint, and cloud applications.

Practical 6 :
Develop a complete digital office portfolio containing official documents, spreadsheets, presentations, emails, and AI-generated content.

Examination Style:

Sr. No	Evaluation Method	SEE	CCE
1	ALA 5: Reflection Report Complete an office workflow using AI tools and prepare a reflection report comparing manual and AI-assisted productivity. Upload the report on GMIU web portal.	10	-
2	Complete an AI-assisted Office Task: Use an AI tool to draft a professional document or presentation, verify and edit the AI output, organise files securely, and demonstrate safe digital practices (password security, phishing identification, or secure sharing).	-	10
	Total	10	10



Suggested Specification table with Marks (Theory): N/A

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

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 the above table.

Course Outcome:

After learning the course, the students should be able to:	
CO1	Understand an operating system, its working and identify and solve common problems related to operating systems. Create, edit, and format documents using various text formatting tools.
CO2	Use basic and advanced formatting options for data presentation. Create charts and graphs to visually represent data, analyze data using sorting, filtering, and pivot tables.
CO3	Design and create effective presentations with its different structure.
CO4	Implement their proficiency in Email, Communication, File management and Cloud storage.
CO5	Understand Data Security and Privacy concerns.

Instructional Method:

The course delivery method will depend upon the requirement of content and need of students.

A minimum of 20–30% of the course content shall be suggested to deliver through Flipped Learning, where students study digital learning resources before the classroom session. Classroom time shall be utilized for discussion, problem-solving, practical applications, and higher-order learning activities.

Students shall be encouraged to use AI-powered learning platforms, simulation software, virtual laboratories, digital libraries, research databases, online certification courses, NPTEL, SWAYAM,



MOOCs, and other technology-enabled learning resources to strengthen conceptual understanding and practical competence.

Continuous assessment shall be conducted through Active Learning Assignments (ALAs), quizzes, skill demonstrations, presentations, practical exercises, projects, case studies, innovation activities, peer assessment, reflective learning, and industry-oriented tasks instead of relying primarily on conventional written assignments.

Reference Books:

- [1] Habraken, Joe. *Microsoft Office 2019 Inside Out*. Microsoft Press, 2019.
- [2] Maidasani, Dinesh. *Mastering Microsoft Office 2019 and Office 365*. Firewall Media, 2019.
- [3] Rathod, Yogesh M. *Teach Yourself Microsoft Office*. Latest ed., Nirali Prakashan.
- [4] Mayo, Joe. *Google Workspace: The Ultimate User Guide*. Latest ed.

Suggestive Evaluation Criteria:

SEE	Topic	Part	Criteria	Marks	Description
1	Professional Office Documents & Digital Literacy	A	Document Preparation & Formatting	5	Creates a professional office document using appropriate page setup, styles, tables, images, headers/footers, and formatting features.
		B	Accuracy & Professional Presentation	5	Produces an accurate, well-organized document with proper structure, language, layout, and PDF export suitable for workplace use.

2	Spreadsheet & Data Management	A	Data Entry & Formula Application	5	Accurately enters data and applies appropriate formulas, functions, and spreadsheet operations.
		B	Data Analysis & Visualization	5	Effectively analyzes data using sorting, filtering, conditional formatting, and charts to present meaningful information.
3	Presentation & Visual Communication	A	Presentation Design	5	Designs a professional presentation using themes, layouts, SmartArt, multimedia, and visual design principles.
		B	Content Delivery Features	5	Effectively applies animations, transitions, hyperlinks, presenter tools, and logical content organization.
4	Digital Communication & Collaboration	A	Professional Communication	5	Demonstrates professional email writing with appropriate subject, etiquette, CC/BCC, attachments, and meeting scheduling.
		B	Collaboration & Cloud Management	5	Efficiently manages cloud storage, sharing permissions, collaborative editing, and digital file organization.



5	AI Productivity, Office Automation & Cyber Security	A	AI-assisted Office Task	5	Uses AI tools effectively to create or improve office documents while ensuring relevance, accuracy, and productivity.
		B	Digital Security & Professional Practice	5	Demonstrates secure digital practices, verifies AI-generated content, and applies cybersecurity awareness during task completion.

