

MAR AUGUSTHINOSE COLLEGE RAMAPURAM



DEPARTMENT OF COMPUTER SCIENCE

Scheme and Syllabus of
Value Added Course

MAVAC002 MS Office & Malayalam Typing

BOARD OF STUDIES (BoS)

Chairman- Mr. Prakash Joseph (Head, Department of Computer Science)
Members- Dr. Ojus Thomas Lee (HOD, Dept. of CS, College of Engineering, Kidangoor)
Mr. Sunil K. Joseph (Asso. Prof. Department of Computer Science)
Mr. Arun K. Abraham (Asst. Prof. Department of Computer Science)

INTRODUCTION

The Value-Added Courses aims to provide additional learner centric graded skill oriented technical training, with the primary objective of improving the employability skills of students

AIM OF THE PROGRAMME

Understanding various aspects of the subject and acquiring methodological knowledge of them. Application of this knowledge in a suitable manner in required fields.

ELIGIBILITY FOR ADMISSIONS

All UG and PG students from various departments of the college. The number of intakes to the course is limited. The course can be offered only if there are at least 5 students opting for it.

MEDIUM OF INSTRUCTION: English.

DURATION OF THE COURSE

The duration of value-added course is 30 hours (including the hours of final examination) of which 15hrs theory and 15hrs for laboratory/demonstration/experimental activities and the course can have a maximum of three hours a day.

The value-added courses will be offered beyond the usual class hours and days of the college. The value-added course will be a blend of theory classes / experimental learning / project-based learning / assignments / activity-based learning.

COURSE OBJECTIVES

- To get acquaintance with MS Office
- To familiarize major features of MS Office
- To get an in-depth knowledge about various document editing techniques of MS Office
- To know about the GIST/ISM Malayalam Keyboard

COURSE OUTCOMES (Cos)

- Create documents and reports using MS Word

- Handle simple accounts and charts using MS Excel
- Create presentations using MS PowerPoint
- Create Multilanguage scripts

EVALUATION

1. The value-added courses shall be evaluated through an examination at the end of the course.
2. The duration of examination is two hours.
3. The total marks of the examination shall be 100

Components of Evaluation	Marks
Attendance	10
Assignment / Seminar	10
Project & Viva	30 (20+10)
External Examination	50
Total	100

Pattern of questions Paper

Sl. No.	Pattern	Marks	Choice of questions	Total marks
1	Short Answer/problem type	2	5/7	10
2	Short essay/problem	5	4/6	20
3	Essay/problem	10	2/4	20
Total				50

4. A committee consisting of the Head of the Department, the course coordinator and a senior faculty member nominated by the Head of the department shall monitor the evaluation process.
5. The list of students along with the marks and the grades earned may be forwarded to the Principal/Chief Superintendent of Examinations.
6. The Dept. course coordinator is responsible for maintaining and processing the record with regard to the course, assessment marks and results.
7. Certificates will be issued to those students with 75% attendance, timely submission of assignment and project and a minimum of 40% marks in the qualifying examination.

Grading Pattern

Grades are given **on a 7-point scale** based on the total percentage of marks, (*ISA+ESA*) as given below: -

Percentage of Marks	Grade
95 and above	S Outstanding
85 to below 95	A ⁺ Excellent
75 to below 85	A Very Good
65 to below 75	B ⁺ Good
55 to below 65	B Above Average

45 to below 55	C Satisfactory
35 to below 45	D Pass
below 35	F Failure
Absent	Ab

SYLLABUS

Course Code MAVAC002 MS Office & Malayalam Typing

Total hours of instruction: 30 Hours

MODULE 1 Hrs: 10

MS WORD:

1. Examine word processing concepts and explore the Microsoft Office Word environment.

- 1.1. Create a new document.
- 1.2. Open, save and print a document.
- 1.3. Edit and format text.
- 1.4. Change the page layout, background and borders.
- 1.5. Insert headers and footers.
- 1.6. Insert and edit tables.
- 1.7. Insert clip art and pictures to documents.
- 1.8. Perform a mail merge and macro
- 1.9. Reviewing the document
- 1.10. Design documents like Resume, Project pages etc.

MODULE 2 Hrs: 10

MS EXCEL:

2. Examine spreadsheet concepts and explore the Microsoft Office Excel environment.

- 2.1. Create, open and view a workbook.
- 2.2. Save and print workbooks.
- 2.3. Enter and edit data.
- 2.4. Modify a worksheet and workbook.
- 2.5. Work with cell references.
- 2.6. Learn to use functions and formulas.
- 2.7. Create and edit charts and graphics.
- 2.8. Filter and sort table data.
- 2.9. Work with Macros.
- 2.10. Handle accounts and reports.

MODULE 3 Hrs: 5

MS POWERPOINT

3. Examine slide show presentation concepts and explore the Microsoft Office PowerPoint environment.

- 3.1. Create a new presentation.
- 3.2. Modify presentation themes.
- 3.3. Add and edit text to slides.

- 3.4. Add new slides to a presentation.
- 3.5. Insert clipart images and shapes to slides.
- 3.6. Insert and modify tables and charts.
- 3.7. Add sound and video to a slide presentation.
- 3.8. Insert and edit animations.
- 3.9. Insert and edit slide transitions.
- 3.10. Final Preparations

MODULE 4 Hrs: 5

Malayalam Typing

4. Understanding GIST/ISM Keyboard