TCET/FRM/IP-02/09   Revision A

Semester Plan
(Beyond Curriculum Bridge Course)

Semester   III   Course **S.E Civil Engineering**

Subject: **Basics of MS Office – (Word & PowerPoint)**   Class **S.E Civil (A&B)**

Sr. No	Module No.	Lesson No.	Topics Planned (Technology to be used)	Modes of Learning	Planned /Completion Date	Resource Book Reference/Online Courses	Remarks
1	M1	1.1	Introduction of Word	Lecture, PPT, practical	Planned 18/07/2017	1.1	
2	M1	1.2	Basics- word	Lecture, PPT, practical	Planned 19/07/2017	1.1 1.2	
3	M1	2.1	Creating a Document with a Title Page, Table, Chart, and Watermark	Lecture, PPT, practical	Planned 25/07/2017	1.1 1.2	
4	M1	2.2	Changing Left and Right Paragraph Indent Clearing the Formatting	Lecture, PPT, practical	Planned 26/07/2017	1.1 1.2	
5	M2	3.1	Inserting a Smart Art Graphic Changing Colors & Adding Text to a Smart Art Graphic	Lecture, PPT, practical	Planned 01/08/2017	1.1 1.2	
6	M2	3.2	Formatting Text Using the Mini Toolbar Changing Case of Text	Lecture, PPT, practical	Planned 02/08/2017	1.1 1.2	
7	M2	4.1	Zooming One Page Changing Space Above a Paragraph and Set Zoom Level	Lecture, PPT, practical	Planned 08/08/2017	1.1 1.2 1.3	

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8	M2	4.2	Revealing Format Saving a Document Customizing Theme Fonts	Lecture, PPT, practical	Planned 09/08/2017	1.1 1.2 1.3	
9	M3	5.1	Inserting a Next Page Section Break	Lecture, PPT, practical	Planned 16/08/2017	1.1 1.2	
10	M3	5.2	Inserting a Word Document in an Open Document Printing Specific Pages in a Document	Lecture, PPT, practical	Planned 22/08/2017	1.1 1.2	
11	M4	6.1	Introduction to PowerPoint Presentation Programs	Lecture, PPT, practical	Planned 23/08/2017	1.1 1.2	
12	M4	6.2	Open PowerPoint Normal View Thumbnails View Outline View Notes Page View	Lecture, PPT, practical	Planned 29/08/2017	1.1 1.2	
13	M5	7.1	Slide Show View PowerPoint Handouts	Lecture, PPT, practical	Planned 30/08/2017	1.1 1.2	
14	M5	7.2	Creating a Presentation Slide Layout Creating a Presentation Slide Design	Lecture, PPT, practical	Planned 05/09/2017	1.1 1.2	
15	M5	8.1	Creating a Presentation- Add Text Bulleted Slide Transition	Lecture, PPT, practical	Planned 06/09/2017	1.1 1.2	
16	M5	8.2	Creating a Presentation- Save the Presentation Add Graphics	Lecture, PPT, practical	Planned 12/09/2017	1.1 1.2 1.3	

17	M6	9.1	Creating a Presentation Add Smart Art Add a Audio Clip Add a Audio File	Lecture, PPT, practical	Planned 13/09/2017	1.1 1.2 1.3	
18	M6	9.2	Printing Presentations Print an entire Presentation	Lecture, PPT, practical	Planned 19/09/2017	1.1 1.2	
19	M6	10.1	Printing Presentations Print Specific Slides Print Handouts and Notes Pages	Lecture, PPT, practical	Planned 20/09/2017	1.1 1.2	
20	M6	10.2	Close a PowerPoint Presentation Open an existing presentation	Lecture, PPT, practical	Planned 26/09/2017	1.1 1.2	

Bridge courses Objective: Bridging of gaps with respect to prerequisites and industry skills or to carryout research in that particular field. (20 Hrs / Semester / student)

S.No.	Bridge courses/Technology	Duration (Week/hrs)	Modes of Learning	Recommended Sources
1.	**Basics of MS Office – (Word & PowerPoint)**	2 Hrs/ Week	Practice Session/ Self Learning/ Revision	MS Office

Remark Course	Syllabus Coverage Planned 20	Practice Session Planned 02	Beyond Syllabus Planned 01

No. of (lectures planned)/(lecture taken)
Planned 20

Text Books

1) Microsoft Office 2013: Illustrated Introductory, First Course by David Beskeen

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2) A Guide to Microsoft Office 2013, 1st Edition, by Jan Marrelli

Digital Reference

1)   https://www.office.com
2)   Information Skill Tutorials
3)   www.pluralsight.com

Name & Signature of Faculty   Signature of HOD   Signature of Principal
                                                              /Dean (Academics)

Date   Date   Date

Note
1.   Plan date and completion date should be in compliance
2.   Courses are required to be taught with emphasis on resource book, course file, text books, reference books, digital references etc.
3.   Planning is to be done for 15 weeks where 1st week will be AOP, 2nd -13th for effective teaching and 14th -15th week for effective university examination oriented teaching, mock practice session and semester consolidation.
4.   According to university syllabus where lecture of 4 hrs/per week is mentioned minimum 55 hrs and in case of 3 lectures per week minimum 45 lectures are to be engaged are required to be engaged during the semester and therefore accordingly semester planning for delivery of theory lectures shall be planned.
5.   In order to improve score in NBA, faculty members are also required to focus course teaching beyond university prescribed syllabus and measuring the outcomes w.r.t learning course and programme objectives.
6.   Text books and reference books are available in syllabus. Here only additional references w.r.t. non –digital/ digital sources can be written (if applicable)
7.   Technology to be used in class room during lecture shall be written below the topic planned within the bracket.