



<b>Program</b>	Master of Pharmacy (M.Pharm)	<b>Semester - 1</b>
<b>Type of Course</b>	-	
<b>Prerequisite</b>		
<b>Course Objective</b>	-	
<b>Effective From A.Y.</b>	2023-24	

Teaching Scheme (Contact Hours)				Examination Scheme				
Lecture	Tutorial	Lab	Credit	Theory Marks		Practical Marks		Total Marks
				External Marks (T)	Internal Marks (T)	External Marks (P)	Internal Marks (P)	
-	-	8	4	-	-	-	100	100

**SEE** - Semester End Examination, **CIA** - Continuous Internal Assessment (It consists of Assignments/Seminars/Presentations/MCQ Tests, etc.)

Course Content		T - Teaching Hours   W - Weightage	
Sr.	Topics	T	W
1	<b>Microsoft office word</b> 1. Creating, editing, saving and printing text documents 2. Font and paragraph formatting 3. Simple character formatting 4. Inserting tables, smart art, page breaks 5. Using lists and styles ? Working with images ? Using Spelling and Grammar check ? Understanding document properties	30	35
2	<b>Microsoft office PowerPoint</b> 1. Opening, viewing, creating, and printing slides 2. Applying auto layouts 3. Adding custom animation 4. Using slide transitions 5. Graphically representing data : Charts & Graphs 6. Creating Professional Slide for Presentation.	30	30
3	<b>Microsoft office excel</b> 1. Spreadsheet basics 2. Creating, editing, saving and printing spreadsheets 3. Working with functions & formulas 4. Modifying worksheets with color & autoformats 5. Graphically representing data : Charts & Graphs 6. Speeding data entry : Using Data Forms 7. Analyzing data : Data Menu, Subtotal, Filtering Data 8. Formatting worksheets ? Securing & Protecting spreadsheets	30	35
<b>Total</b>		<b>90</b>	<b>100</b>

Suggested Distribution Of Theory Marks Using Bloom's Taxonomy					
Level	Remembrance	Understanding	Application	Analyze	Evaluate
<b>Weightage</b>	10	40	40	5	5

**NOTE :** This specification table shall be treated as a general guideline for the students and the teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcomes	
<b>At the end of this course, students will be able to:</b>	
C01	Basic knowledge of Microsoft office word, Microsoft office PowerPoint, Microsoft office excel
C02	Application of Ms Office word, Ms Office PowerPoint, Ms office excel



**Reference Books**

1.	<b>Excel with Microsoft Excel: Comprehensive &amp; Easy Guide to Learn Advanced MS Excel</b> By Naveen Mishra   Penman Books   1
2.	<b>Advance Excel 2016 Training Guide</b> By Ritu Arora   BPB Publications   Latest
3.	<b>Microsoft Office Word 2007 Inside Out</b> By Murray, Katherine   PHI Learning Private Limited   Latest Edition
4.	<b>Microsoft PowerPoint 2016 Step by Step</b> By Joan Lambert   Microsoft Press, U.S.   Latest Edition
5.	<b>Microsoft Word 2016 Step by Step</b> By Joan Lambert   Microsoft Press, U.S.   Latest Edition