



Program	Master of Pharmacy (M.Pharm)	Semester - 1
Type of Course	-	
Prerequisite		
Course Objective	-	
Effective From A.Y.	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	Microsoft office word 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 6. Working with images 7. Using Spelling and Grammar check 8. Understanding document properties	30	35
2	Microsoft office PowerPoint 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	Microsoft office excel 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
Total		90	100

Suggested Distribution Of Theory Marks Using Bloom's Taxonomy					
Level	Remembrance	Understanding	Application	Analyze	Evaluate
Weightage	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	
At the end of this course, students will be able to:	
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.	Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel By Naveen Mishra Penman Books Latest Edition
2.	Advance Excel 2016 Training Guide By Ritu Arora BPB Publications Latest
3.	Microsoft Office Word 2007 Inside Out By Murray, Katherine PHI Learning Private Limited Latest Edition
4.	Microsoft Office 2019 Step by Step By Joan Lambert and Curtis Frye Microsoft Press Latest Edition