

Semester VII

DISCIPLINE SPECIFIC ELECTIVE COURSE – DSE-I 7.1

Computing for Modern Office

Offered by Computer Science Department, College of Vocational Studies

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course Title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Computing for Modern Office DSE-7.1	4	1	0	3	Pass in Class XII	NIL

Learning Objectives

The objective of this course is to provide understanding of advanced computer skills and knowledge to the students and make them aware of its applications in day-to-day operations in modern office.

Learning Outcomes

After completion of the course, learners will be able to:

5. Explain the basic concepts and application of Multimedia and Digital Marketing in office operations.
6. Describe the various modes of digital payments in use.
7. Understand and apply AI tools for various office operations including communication and collaboration
8. Apply advance operations in a word document for better readability and understanding
9. Use features to develop good presentations.
10. Apply spreadsheet functions for complex data handling and its.

SYLLABUS OF DSE-7.1

Unit 1: Basic Concepts for Modern Office operations

8 hours

Multimedia types and its applications, Multimedia tools, Digital Marketing and the use of Social Media platforms, AI tools – ChapGPT, Grammarly, Copy.ai, Meta AI, Otter.ai. Communication and collaboration tools.

Digital Payments – Digital Wallets, Unified Payments Interface (UPI), Internet Banking, Mobile Banking, Aadhaar Enabled Payment System (AEPS).

Unit 2: Document Management for Modern Office operations **8 hours**

Document Layout: Margins and Orientation, Custom Sizing, Columns, Page Breaks and Section Breaks, Pagination. Insert: Table of Contents, SmartArt – List, Process, Cycle and Hierarchy, Chart – Column, Line, Pie and Histogram. Password protecting the document.

Document Navigation: Insert hyperlinks – Web page or File, Within the document and Email Address. Bookmarks and Quick Access Toolbars. Converting Word document to pdf and vice-versa.

Unit 3: Slide Management for Modern Office operations **11hours**

Presentation Design: Insert SmartArt and Charts, Apply Themes and color schemes, Format background. Insert hyperlinks – Web page or File, Within the document and Email Address. Inserting Action buttons.

Viewing a presentation: Changing Views, Automatic Transitions and Animations, Slide Show and Custom Slide Show, Rehearse timings, Arranging slides.

Unit 4: A) Workbook Management for Modern Office operations **9 hours**

Create and Modify Custom Workbook Elements – font and number format, color scheme, theme, Create custom functions using Formula Builder, Insert Pivot Chart and Sparklines, Recording Macros, Data Validation, Text to Column, Auto-fill column and Fill options.

B) Data Analysis using Spreadsheets **9 hours**

Summarize data using functions – Sum, Min, Max, Average, Count. Create conditional formulae using IF, NESTED IF, AND, OR, NOT, COUNTIF, SUMIF and AVERAGEIF. LOOKUP Functions – VLOOKUP, VLOOKUP with Exact Match, HLOOKUP,

HLOOKUP with Exact Match.

Practical Exercises:

The learners are required to do practical exercise from unit 2, 3 & 4 (A & B).

Suggested Readings:

7. Goel, A, “*Computer Fundamentals*” Pearson.
8. Linda Foulkes (2020). “*Learn Microsoft Office 2019*” Packt Publishing.
9. Jain, H. C. & Tiwari, H. N. “*Computer Applications in Business*” Taxmann.
10. Lambert, J. (2019). “*Microsoft Word 2019 Step by Step*” Pearson Education.

Notes:

3. Suggested readings shall be updated and uploaded on the college website from time to time.
4. Examination scheme and mode shall be as prescribed by the Examination branch, University of Delhi from time to time.

Semester- VII

Discipline Specific Elective- DSE- I 7.2

Fundamentals of Prompt Engineering

Offered by Computer Science Department, College of Vocational Studies

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Credits	Lecture	Tutorial	Practical/Practice	Eligibility Criteria	Pre-requisite
4	2	0	2	12th Pass	Nil

Learning Objective

To equip learners with foundational skills in prompt engineering, empowering them to interact effectively with large language models and generate purposeful, ethical AI outputs.

Learning Outcomes

1. Define key terms and components of prompt engineering.
2. Distinguish between different prompt types (instructional, question-based, few-shot).
3. Construct effective prompts for tasks like summarization, Q&A, and translation.