

Physics (Skill Enhancement Course) - 2 credits

Course code: USPHSEC2

Title: - ICT tools for Physics

Learning Objectives:

1. To know how to use the most common Microsoft Office programs.
2. To be able to create documents for printing and sharing.
3. To be able to create and share presentations.
4. To be able to manage and store data in a spreadsheet.

Learning Outcomes:

On successful completion of this course students will be able to

1. Create a word document, save the word document and print the word document.
2. Demonstrate various insert features and mail merge feature of a word document.
3. Create, edit, save, format and print presentations.
4. Create and manipulate simple slide shows.
5. Create, open, view, edit, save and print a workbook.
6. Learn to use functions, formulas, charts and graphs.

Unit 1: MS-Word and MS

(30 Hours)

1. Introduction to MS Word, starting word, creating a Document, Saving and Printing a document, Move and Copy Text, Cut and Paste, Finding Text, Replace Command, Checking Spelling and Grammar
2. Inserting Picture, Formatting Text, fonts, Using Bullets and Numbering in Paragraphs, Inserting equations and symbols
3. Page Setup, Inserting Page Breaks, Using Headers and Footers in the Document, inserting page numbering, Print Preview, Print Options
4. Creating Tables, Formatting a Table
5. Using Mail Merge.
6. Introduction to power point presentation, creating a blank presentation, adding new slides, saving a presentation, printing options
7. Designing a presentation
8. Animation and transition, Slide show

Unit 2: MS-EXCEL

(30 Hours)

1. Creating spreadsheet and adding information to it, different data types
2. Moving data values, editing data values, inserting/ deleting rows and columns
3. Data editing: find & replace, spell check,
4. Data formatting techniques
5. Working with different mathematical, text, date and time formulae
6. Page layout options, adding header, footer and page numbering
7. Working with sort and filter functions
8. Working with multiple spreadsheets.

All the above topics to be covered through Hands on sessions.

Reference:

1. *Mastering MS Office (ebook) by Bittu Kumar*
2. *Excel 2010 Bible by John Walkenbach, John Wiley & Sons*

F.Y.B. Sc. Physics Evaluation pattern and Question paper pattern for Semester End SEC Practical Examination

Internal Continuous Assessment: 40% (20 Marks)	Duration of semester End examination (Internal)
Viva/ assignment/ objective question test (15 Marks), Overall performance (5 Marks) = 20 Marks	1 Hr

External Semester End Examination: 60% (30 Marks)	Duration of semester End examination (External)
As per paper pattern	2 Hr

Continuous Evaluation through: Practical

Format of Question Paper:

Major Practical: 2 credits

Practical of 2 credits, Duration: 60 Hrs , Total marks: 50

(30 Marks for External Practical Exam + 20 Marks for Internal Practical Exam.)

Paper Pattern for 30 marks External Semester End Practical Examination:

Duration - This examination shall be of **Two hours** duration in laboratory

Sr. No.		Total 30 Marks
1	Experimental performance	20 Marks
2	Journal	05 Marks
3	VIVA	05 Marks

Paper Pattern for 20 marks Internal Semester End Practical Examination:

Duration - This examination shall be of **One hour** duration in laboratory

Sr. No.		Total 20 Marks
1	Practical/Theoretical/ Combined Performance	15 Marks
2	Overall Performance	05 Marks