STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI
COURSE PLAN June - November 2024

Department	**: Computer Science**
Name/s of the Faculty	**: Ms.Nancy Arokia Rani.S**
Course Title	**: DOCUMENTATION AND PRESENTATION**
Course Code	**: 23CS/GE/DP22**
Shift	**: II**

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	create a document with proper formatting	K1
CO2	create personal, academic and business documents following current industry standards	K2
CO3	create a presentation in Microsoft PowerPoint that is interactive with legible content and apply Designs to Enhance the feel of the Presentation. Protect the documents and limit the access.	K3

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 19 – 26, 2024 (Day Order 1 - 6)	1	**1.1 Word Processing** Introduction – The Style Advantage, Outlining, - Autocorrect – Compatibility with previous versions of word –Drawing Canvas –Styles and Character/Font Formatting – Bullets and Numbering –Character Formatting	K1	2 hrs	1	Experiential Learning	Assignments
Jun 27 – July 4, 2024 (Day Order 1 - 6)		Paragraph Formatting – Styles and paragraph Formatting, Structural Formatting, paragraph Decoration – Find, Replace and GO To – Language Tools –Auto Correct – Auto Format –Tables – Pictures and SmartArt – Headers and Footers	K1	2 hrs	1	Participatory Learning	Quiz
July 5 – 12, 2024 (Day Order 1 - 6)	2	**2.1 Advanced Word Processing** Symbols and Equations – Charts –Inserting Objects and Files –Blogging	K2	2 hrs	2	Experiential Learning	Assignments

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
July 15 – 23, 2024 (Day Order 1 - 6)		Templates and Themes – Bookmarks –Tables of Contents –Footnotes and Endnotes	K2	2 hrs	2	Learning by Doing	Discussions
July 24 – 31, 2024 (Day Order 1 - 6)		Citations and Bibliography – Indexing –Table of Authorities	K2	2 hrs	2	Experiential Learning	**Component 1: Topic:** Preparing a detailed report for a college event **Total marks:** 25 **Assessment Type:** Word Processing tool (MS Word)
Aug 1 – 5, 2024 (Day Order 1 - 3)		Hyperlinks and Cross-References –Envelopes and Labels - Data Documents and Mail Merge	K2	1 hr	2	Learning by Doing	Questioning
Aug 6 – 10, 2024		**C.A. Test - I**					
Aug 12 – 14, 2024 (Day Order 4-6)		The Ribbon -Security, Tracking and Comments	K2	1 hr	2	Lecture/PPT/ Demo	Puzzles
Aug 16 – 23, 2024 (Day Order 1-6)		Protection Type- Integration with other office Applications –Excel, PowerPoint	K2	2 hrs	2	Lecture/PPT/ Demo	Practical Exercises

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Aug 27 – Sep 3, 2024 (Day Order 1-6)	3	**3.1 Presentation Tool** Introduction to PowerPoint – Changing the view – Creating a good presentation- Creating and saving Presentation Files	K3	2 hrs	3	Presentation	Practical Exercises
Sep 4 – 11, 2024 (Day Order 1-6)		Creating New Slides and Text Boxes – Working with Layout, Themes and Masters – Formatting Text	K3	2 hrs	3	Project Designs	Puzzles
Sep 12 - 20, 2024 (Day Order 1-6)		Formatting Paragraphs –Correcting and Improving Text –Creating and Formatting Tables- Creating SmartArt Diagrams	K3	2 hrs	3	Learning by Doing	Practical Exercises
Sep 23 - 26, 2024 (Day Order 1-4)		Importing Image Files into PowerPoint – Compressing Images	K3	1 hr	3	Lecture/PPT/ Demo	Presentation
Sep 27 – Oct 3, 2024	**C.A. Test - II**						
Oct 4 – 5, 2024 (Day 5 & 6)		Creating a Photo Album Layout- Working with Charts	K1-K3	1 hr	1-3	Project Designs	Presentation

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Oct 7 - 15, 2024 (Day Order 1 to 6)		Working with External Content- Copying Content from Other Programs - Adding Sound Effects, Music and Soundtracks	K1-K3	2 hrs	1-3	Lecture/PPT/ Demo	**Component 2:** **Topic:** Creating a presentation on the chosen topic and including data from the report appropriately **Total marks:** 25 **Assessment Type:** Presentation tool (MS PowerPoint)
Oct 16 - 22, 2024 (Day Order 1 to 6)		Creating Animation Effects and Transitions – Creating Support Materials –Preparing for a Live Presentation – Limiting User Access to a Presentation	K1-K3	2 hrs	1-3	Learning by Doing	Practical Exercises
Oct 23 - 24, 2024 (Day Order 1 to 2)	**REVISION**						

Department	: Computer Science
Name/s of the Faculty	**: Ms. Rajalakshmi S**
Course Title	**: IMAGE EDITING AND ANIMATION**
Course Code	**: 19CS/GE/IA22**
Shift	**II**

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Jun 19 – 26, 2024 (Day Order 1 - 6) 2 hrs	**Unit 1** 1.1 Photoshop Workspace overview - Custom workspace - Cruising main menus	Demo and Presentation	Dayley ,Lisa DaNae and Brad Dayley. Photoshop CS5 Bible. 1st ed. Wiley Dreamtech India Pvt Ltd, 2010.	Quiz
Jun 27 – July 4, 2024 (Day Order 1 - 6) 2 hrs	Panels – - Layers Organising files - Saving the files	Demo and Presentation	Dayley ,Lisa DaNae and Brad Dayley. Photoshop CS5 Bible. 1st ed. Wiley Dreamtech India Pvt Ltd, 2010.	Quiz
July 5 – 12, 2024 (Day Order 1 - 6) 2 hrs	- Creating slideshow- Drawing tools - Painting – Selection tools	Demo and Presentation	Dayley ,Lisa DaNae and Brad Dayley. Photoshop CS5 Bible. 1st ed. Wiley Dreamtech India Pvt Ltd, 2010.	Group Discusion
July 15 – 23, 2024 (Day Order 1 - 6) 2 hrs	Lasso Options, Magic Wand, Quick - Selection - Correction Tools - Heal and Spot Healing, Patch tool - Eyedropper tool – Brush - Clone Source - Rubber Stamp -	Demo and Presentation	Dayley ,Lisa DaNae and Brad Dayley. Photoshop CS5 Bible. 1st ed. Wiley Dreamtech India Pvt Ltd, 2010.	Practical Exercise
July 24 – 31, 2024 (Day Order 1 - 6) 2 hrs	Text Tool-Smudge - Blur and Sharpen - Dodge - Burn - Blending modes - Transparency - Moving Path – Filters - Masking –Designing a Collage	Demo and Presentation	Dayley ,Lisa DaNae and Brad Dayley. Photoshop CS5 Bible. 1st ed. Wiley Dreamtech India Pvt Ltd, 2010.	**Component 1:** Poster (15 marks) and Banner Creation (10 marks) using Photoshop making use of all necessary tools in Photoshop

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Aug 1 – 5, 2024 (Day Order 1 - 3) 1 hr	**Unit 2** 2.1 Flash Flash work environment – Stage - Drawing tools and their modifiers	Demo and Presentation	Parekh ,Rajan. Principles of Multimedia. 2nd ed. Tata McGraw Hill Publishing, 2013.	Quiz
Aug 6 – 10, 2024	**C.A. Test**			
Aug 12 – 14, 2024 (Day Order 4-6) 1 hr	Basic drawing techniques – Animation – Timeline	Demo and Presentation	Parekh ,Rajan. Principles of Multimedia. 2nd ed. Tata McGraw Hill Publishing, 2013.	Discussion
Aug 16 – 23, 2024 (Day Order 1-6) 2 hrs	Tweening and its types - The power of layers – Learning about symbols – Libraries – Onion skinning	Demo and Presentation	Parekh ,Rajan. Principles of Multimedia. 2nd ed. Tata McGraw Hill Publishing, 2013.	Crosswords
Aug 27 – Sep 3, 2024 (Day Order 1-6) 2 hrs	Text tool- Basic Action Scripting – Button behaviors – Navigation	Demo and Presentation	Perkins , Todd. Flash Professional CS5 Bible. 1st ed. Wiley Dreamtech, 2010.	Exercise
Sep 4 – 11, 2024 (Day Order 1-6) 2 hrs	Making presentation using Action Script – Symbols - Instances, Instance properties and methods	Demo and Presentation	Perkins , Todd. Flash Professional CS5 Bible. 1st ed. Wiley Dreamtech, 2010.	Puzzle
Sep 12 - 20, 2024 (Day Order 1- 6) 2 hrs	– Dynamic input and text – Events – Button Event Handling	Demo and Presentation	Perkins , Todd. Flash Professional CS5 Bible. 1st ed. Wiley Dreamtech, 2010.	Exercise
Sep 23 - 26, 2024 (Day Order 1-4) 3 hrs	Adding sound to movies – save files – Publishing movies	Demo and Presentation	Perkins , Todd. Flash Professional CS5 Bible. 1st ed. Wiley Dreamtech, 2010.	Exercise
Sep 27 – Oct 3, 2024	**C.A. Test**			
Oct 4 – 5, 2024 (Day 5 & 6) 1 hrs	**Unit 3** 3.1 Mini Project Mini Project using Photoshop and Flash	Demo and Presentation	Perkins , Todd. Flash Professional CS5 Bible. 1st ed. Wiley Dreamtech, 2010.	Project

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Oct 7 - 15, 2024 (Day Order 1 to 6) 2 hrs	3.1 Mini Project Mini Project using Photoshop and Flash	Demo and Presentation	Perkins , Todd. Flash Professional CS5 Bible. 1st ed. Wiley Dreamtech, 2010.	**Component 2:** Mini project using Photoshop and Flash (25 marks)
Oct 16 - 22, 2024 (Day Order 1 to 6) 2 hrs	3.1 Mini Project Mini Project using Photoshop and Flash	Demo and Presentation	Dayley ,Lisa DaNae and Brad Dayley. Photoshop CS5 Bible. 1st ed. Wiley Dreamtech India Pvt Ltd, 2010.	Project
Oct 23 - 24, 2024 (Day Order 1 to 2) 1 hr	**REVISION**			