

## LORETO COLLEGE

### DEPARTMENT OF COMPUTER

#### BRIDGE COURSE ON DIGITAL PRODUCTIVITY ESSENTIALS

Total Duration: 10 hours

Mode: Lecture and Hands-on Lab Sessions

Target Group: Semester 1 (All Departments)

##### **Learning Objectives:**

Acquire professional formatting skills using digital tools.

Learn academic presentation techniques.

Develop formal email communication etiquette.

Preparing for basic academic and internship-related digital work.

Sl. No.	Topic	Description
1	Document Workspace & Text Enhancement	Explore the digital workspace and apply refined text formatting through font adjustments, alignment, and spacing tools.
2	Page Structuring & Paragraph Design	Use layout tools to control margins, indentation, orientation, and section elements like headers and footers.
3	Resume Design & Layout Crafting	Develop impactful professional profiles using structured templates, alignment techniques, and content organisation.
4	Formatting Academic Documents	Design academic papers with title pages, embedded visuals, tables, and basic citation formatting.
5	Slide Structuring & Content Integration	Create clear and engaging visual presentations with balanced layouts, text blocks, and images.
6	Visual Elements & Theme Styling	Enrich presentations with SmartArt, shapes, tables, and consistent design themes for visual harmony.
7	Transitions, Animations & Embedded Media	Apply animated transitions and insert multimedia elements for dynamic presentation flow.
8	Academic Presentation & Delivery Skills	Build concise slide decks and practise presentation techniques with a focus on structure and tone.
9	Email Composition & Formal Writing	Master professional email writing with proper format, tone, subject lines, and recipient management.
10	Attachments & Real-world Communication	Learn to send formal emails with attachments for purposes like job applications, academic queries, or leave requests.

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**Programme Outcomes (PO)**

**PO1:** Demonstrate proficiency in digital content creation, editing, and formatting using contemporary tools and platforms.

**PO2:** Communicate effectively in academic and professional settings through structured documents, impactful presentations, and formal emails.

**PO3:** Apply aesthetic and structural principles in designing professional documents and visual communication artefacts.

**PO4:** Exhibit competence in integrating multimedia elements and managing digital communication channels for real-world tasks.

**PO5:** Cultivate essential workplace readiness skills, including attention to detail, design thinking, and digital literacy.

**Course Outcomes (CO)**

**CO1:** Navigate and utilise the document editing interface to produce well-structured and visually polished written materials.

**CO2:** Design formal documents such as resumes and academic reports with appropriate formatting, layout, and content alignment.

**CO3:** Construct clear, concise, and visually appealing presentations using standard design and multimedia integration tools.

**CO4:** Practise presentation delivery skills with attention to content flow, visual balance, and professional etiquette.

**CO5:** Write formal, purpose-driven emails with clarity, tone control, and correct attachment handling for academic or professional communication.

**Programme Specific Outcomes (PSO)**

**PSO1:** Create professional-grade documents and presentations aligned with academic, corporate, and creative communication standards.

**PSO2:** Apply formatting conventions and digital communication strategies to convey information efficiently across multiple platforms.

**PSO3:** Demonstrate readiness for internships, academic presentations, and workplace documentation through hands-on practice and scenario-based learning.