GUJARAT TECHNOLOGICAL UNIVERSITY (GTU)

Competency-focused Outcome-based Green Curriculum-2021 (COGC-2021)
Semester - III

Course Title: Seminar
(Course Code: 4331605)

Diploma programme in which this course is offered	Semester in which offered
Information Technology	Third

1.   RATIONALE

Formal oral presentations are always be an important means of conveying ideas to others. The technical presentation requires artful, measured planning and the ability to adjust to variable contexts, audiences, purposes; flow and style. This course is designed to foster the technical skills one need to be an effective, efficient communicator in field of study and future career. The student will learn about popular delivery strategies and slide design techniques. He will conclude the section by studying ways to improve their delivery speed, intonation and pronunciation. At the end of this course, students are expected to design and give a short five to ten minute oral presentation related to their technical interests.

2.   COMPETENCY

The purpose of this course is to help the student to attain the following industry identified competency through various teaching learning experiences:
- **To become a dynamic presenter with effective presentation.**

3.   COURSE OUTCOMES (COs)

The practical exercises, the underpinning knowledge and the relevant soft skills associated with this competency are to be developed in the student to display the following COs:

At the end of the course, the student will develop adequate skills to represent technical topics with effective presentation.

a) To summarize collected information for the technical topic.
b) Create powerful presentations based on topic and audience.
c) Use visuals and multimedia for effective presentation.
d) Prepare a well-formatted report on the technical topic.

4.   TEACHING AND EXAMINATION SCHEME

Teaching Scheme (In Hours)			Total Credits (L+T/2+P/2)	Examination Scheme				
				Theory Marks		Practical Marks		Total Marks
L	T	P	C	CA	ESE	CA	ESE	
-	1	2	2	-	-	25	25	50

Legends: L-Lecture; T – Tutorial/Teacher Guided Theory Practice; P -Practical; C – Credit, CA - Continuous Assessment; ESE -End Semester Examination.

5.   SUGGESTED PRACTICAL EXERCISES

The following practical outcomes (PrOs) are the sub-components of the COs. These PrOs need to be attained to achieve the COs.

A student will be asked to prepare and represent the technical topic as an individual or in a group not more than three in size. The student should take guidance of the faculty member in selection of technical topic. The topics can be any relevant to the field of information technology industry. It can be advanced topic of the course (subject) which is not a part of curriculum. The topic can be from the emerging technology of the industry, interdisciplinary ideas, applications of engineering & technology etc.

S. No.	Practical Outcomes (PrOs)	Unit No.	Approx. Hrs. required
1	Collect the information on technical topic based on the interest and current development in the industry.	I	06
2	Summarize the information and decide the flow of presentation.	I	04
3	Prepare the effective presentation with appropriate use of multimedia components.	II	04
4	Deliver first presentation to the audience.	II	02
5	Revise the presentation based on the feedback and suggestions.	II	04
6	Deliver second presentation to the audience and handle question-answer session.	II	04
7	Prepare the report of the seminar in proper format.	III	04
	Total		**28**

Note

i. More **Practical Exercises** can be designed and offered by the respective course teacher to develop the industry relevant skills/outcomes to match the COs. The above table is only a suggestive list**.**

ii. The following are some **sample** 'Process' and 'Product' related skills (more may be added/deleted depending on the course) that occur in the above listed **Practical Exercises** of this course required which are embedded in the COs and ultimately the competency.

S. No.	Sample Performance Indicators for the PrOs	Weightage in %
1	Identify suitable technical topic from the industry.	20
2	Deliver effective presentation of the topic.	50
5	Prepare the report in proper format.	30
	Total	**100**

6.   MAJOR EQUIPMENT/ INSTRUMENTS REQUIRED

These major equipment with broad specifications for the PrOs is a guide to procure them by the administrators to usher-in uniformity of practicals in all institutions across the state.

S. No.	Equipment Name with Broad Specifications	PrO. No.
1	Online or offline tool for presentation and documentation. (Google docs, OpenOffice, Microsoft office products etc.)	All

7.   AFFECTIVE DOMAIN OUTCOMES

The following *sample* Affective Domain Outcomes (ADOs) are embedded in many of the above mentioned COs and PrOs. More could be added to fulfil the development of this competency.
   a) Work as a leader/a team member.
   b) Respond the audience with confidence and proper body language.
   c) Follow ethical practices in preparation of presentation and report on technical topic.

The ADOs are best developed through the laboratory/field based exercises. Moreover, the level of achievement of the ADOs according to Krathwohl's 'Affective Domain Taxonomy' should gradually increase as planned below:
   i.   'Valuing Level' in 1st year
   ii. 'Organization Level' in 2nd year.
   iii. 'Characterization Level' in 3rd year.

8.   UNDERPINNING THEORY

Only the major Underpinning Theory is formulated as higher level UOs of *Revised Bloom's taxonomy* in order development of the COs and competency is not missed out by the studentsand teachers. If required, more such higher level UOs could be included by the course teacher to focus on attainment of COs and competency.

Unit	Unit Outcomes (UOs) (4 to 6 UOs at Application and above level)	Topics and Sub-topics
Unit-I **Collection** **of** **Information**	1.1 Summarize the information on the selected topic for presentation.	1.1.1 Identify and get approval of the selected topic. 1.1.2 Gathering the maximum information about the selected topic. 1.1.3 Filtered the collected information, figures, data and facts for the selected topic.
Unit-II **Learn soft** **skills,** **Presentation** **skills**	2.1 Create an effective oral presentation considering target audience, purpose, flow and style	2.1.1 Make draft of the Presentation 2.1.2 Decide flow of the Presentation 2.1.3 Select appropriate template for the Presentation. 2.1.4 Design effective slides with visual aids and multimedia components. 2.1.5 Prepared presentation, mentioned citations/references of the collected information.
	2.2 Collect suggestion and feedback on presentation	2.2.1 Mock practice of the presentation with peer group/guide.
Unit-III **Preparation** **of Report**	3.1 Prepare the report of seminar with citation & references	3.1.1 Prepare title page and index along with topics, subtopics, List of figures& tables. 3.3.2Prepare contents of the report in pre-

		approved format. (Divide in chapters) 3.1.3 Reference/citation should include web links, research papers, books, articles or any other sources of information.

Note: The UOs need to be formulated at the 'Application Level' and above of Revised Bloom's Taxonomy' to accelerate the attainment of the COs and the competency.

9.   SUGGESTED SPECIFICATION TABLE FOR QUESTION PAPER DESIGN

Unit No.	Unit Title	Teaching Hours	Distribution of Theory Marks			
			R Level	U Level	A Level	Total Marks
----- Not Applicable -----						

Legends: R=Remember, U=Understand, A=Apply and above (Revised Bloom's taxonomy)

10.   SUGGESTED STUDENT ACTIVITIES

Other than the classroom and laboratory learning, following are the suggested student-related *co-curricular* activities which can be undertaken to accelerate the attainment of the various outcomes in this course: Students should conduct following activities in group and prepare reports of about 5 pages for each activity, also collect/record physical evidences for their (student's) portfolio which will be useful for their placement interviews:

a)   Attend any event as an audience and observe the speaker's skills of presentation.
b)   In a group of 4-5 students deliver five minute speech on favorite topic.
c)   Invite any professional to guide students for professional public speaking.

11.   SUGGESTED SPECIAL INSTRUCTIONAL STRATEGIES (if any)

These are sample strategies, which the teacher can use to accelerate the attainment of the various outcomes in this course:

a)   Massive open online courses (*MOOCs*) may be used to teach various topics/subtopics.
b)   *'L' in section No. 4*means different types of teaching methods that are to be employed by teachers to develop the outcomes.
c)   With respect to *section No.11*, teachers need to ensure to create opportunities and provisions for *co-curricular activities*.

12.   SUGGESTED MICRO-PROJECTS
------ NOT APPLICABLE ------

13.   SUGGESTED LEARNING RESOURCES

S. No.	Title of Book	Author	Publication with place, year and ISBN
1	Pocket Guide to Technical Presentation and Professional Speaking	Steven B. Zwickel, William S. Pfeiffer	Pearson Education, India 9788131766330
2	PowerPoint 2019 for Dummies	Doug Lowe	John Wiley & Sons Inc 978-1119514220
3	Word 2019 for Dummies	Dan Gookin	John Wiley & Sons Inc 9781119514060

4	OpenOffice.org For Dummies	Gurdy Leete, Ellen Finkelstein, Mary Leete	Wiley India Pvt. Ltd 9788126569991

14.   SOFTWARE/LEARNING WEBSITES

a)   https://www.openoffice.org/
b)   https://docs.google.com/
c)   https://www.free-power-point-templates.com/

15.   PO-COMPETENCY-CO MAPPING

Semester III	Seminar (Course Code: 4331605)						
	POs and PSOs						
Competency & Course Outcomes	PO 1 Basic & Discipline specific knowledge	PO 2 Problem Analysis	PO 3 Design/ development of solutions	PO 4 Engineering Tools, Experimentation &Testing	PO 5 Engineering practices for society, sustainability & environment	PO 6 Project Management	PO 7 Life-long learning
Competency	*Analyze problems and prepare the software solution with documentation.*						
Course Outcomes CO a) To summarize collected information for the technical topic	-	-	-	-	-	-	2
CO b) Create powerful presentations based on topic and audience.	-	2	2	3	-	-	3
CO c) Use visuals and multimedia for effective presentation.	-	2	2	3	-	-	3
CO d) Prepare a well-formatted report on the technical topic.	-	-	2	3	-	-	3

Legend: '**3'** for high, '**2'** for medium, **'1'** for low or **'-'** for the relevant correlation of each competency, CO, with PO/ PSO

16.   COURSE CURRICULUM DEVELOPMENT COMMITTEE

GTU Resource Persons

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1	Dr. Gaurang V. Lakhani	HOD - IT, Government Polytechnic, Himmatnagar	gvlakhani1@gmail.com
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