FOUR YEAR UNDERGRADUATE PROGRAM (2024 – 28) DEPARTMENT OF INFORMATION TECHNOLOGY COURSE CURRICULUM

| p | ART-A: Intro | duction | | |
|---|--|---|--|------------------------|
| | ogram: Bachelor in ertificate / Diploma / L | | Semester - II/IV/V | /VI Session: 2024-2025 |
| 1 | Course Code | ITSEC-01 | | |
| 2 | Course Title | MS-Office | | |
| 3 | Course Type | SEC (Skill Enhan | cement Course) | |
| 4 | Prerequisite | As per program | The state of the s | |
| 5 | Course Learning Outcomes (CLO) | After Completing this course, students will be able to: Study and use of basic concepts and terminology of information technology. Organize files and documents on storage devices. | | |
| 6 | Credit Value | T | Credit =15 Hours Theor | |
| 7 | Total Marks | Max. Marks: | | Min Passing Marks: 20 |

PART -B: Content of the Course

Total No. of Teaching-learning periods:

Theory- 15 Periods (15 Hrs.) and Laboratory or Field learning/Training Periods: 30 Periods (30 Hours)

| Module | Topics (Course contents) | No. of Period |
|----------------------------------|--|------------------|
| Theory Content | 1. MS-Word: Introduction to word processing software and its features, Creating new document, Saving documents, Opening and Printing documents. Setting fonts, Paragraph settings, Find & Replace, Copy paste and paste special, Mail Merge, Spelling and Grammar check. | |
| | 2. MS-Excel: Introducing Excel, Use of Excel sheet, creating new sheet, Saving, Opening, and Printing workbook. Font, Alignment, Number, Styles and cells and editing, Table, Charts, Page setup options. | 15 |
| | 3. PowerPoint: Introducing PowerPoint, Use of PowerPoint presentation, Creating new slides saving, Opening and printing, Layout, Setting text direction, Align text, Convert to smart art, Drawing options, Table, Picture, Clipart, Smart art, Shapes and chart, Movie and sound, Hyperlink and action, Text box, Word art, Object. | |
| Lab/Field Training Content | Create a word document and do followings: page setup, paragraph setup, tab setting etc. Create a excel sheet and do followings: cell formatting, page setup, creating chart and use some predefine function. Create a presentation and do followings: slide animation, text animation, slide show setting etc. | 30 |
| Keywords | MS Word, MS Excel, MS Powel Point. | |

Signature of Convener & Members of CBoS:

Chairman

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PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books Recommended:

- Computer Fundamentals, P.K. Sinha, BPB Publication, Sixth Edition.
- Fundamentals of Information Technology, Chetan Shrivastava, Kalyan Publishers.
- Fundamentals of Computers, V. Rajaraman, PHI Sixth Edition.
- Computer Fundamentals and Office Automation, Dr. Santosh Kumar Miri, Iterative International Publisher IIP.
- Computer Fundamentals Architecture and Organization, B. Ram, New Age International Publishers, Fifth Edition.
- Fundamentals of Information Technology, Alexis Leon and Mathews Leon, Vikash Publication.

Reference Books Recommended:

- Introduction to Information Technology, V. Rajaraman, PHI publication.
- Fundamental of IT, Leon and Leon, Leon Tec world.
- Introduction to Information Technology, Aksoy and Denardis, Cengage learning.
- Computers Today, Suresh K. Basandra, Galgotia Publications.
- Information Technology The breaking wave, Dennis P.Curtin, Kim Foley, Kunai Sen and Cathleen Morin, TMH.
- OFFICE 2013 in Simple Steps, Kogent Solution Inc., DremTech Press.
- Access 2010 in Simple Steps by Kogent Learning Solutions Inc.

Online Resources:

- Introduction to Computer Fundamental from W3school: https://www.w3schools.blog/computer-fundamentals-tutorial
- Introduction to MS-Word from W3school: https://www.w3schools.blog/ms-word-tutorial
- Introduction to MS-Excel from W3school:
 - https://www.w3schools.com/excel/excel introduction.php
- Introduction to MS-PowerPoint from W3school: https://www.w3schools.blog/powerpoint-tutorial
- Introduction to MS-Access from W3school:
 - https://www.w3schools.com/sql/sql_ref_msaccess.asp
- Fundamentals of Computers & Information Technology (in Hindi):
 - https://www.mcu.ac.in/wp-content/uploads/2020/04/1PGDCA1-Unit-I-Fundamentals-of-Computers-Information-Technology.pdf.
- Fundamentals of Computers & Information Technology (in Hindi):
 - https://hte.rajasthan.gov.in/dept/dte/board_of_technical_education,_rajasthan/government_polytechnic_college_hanumangarh/uploads/doc/fundamental-_final-rkd.pdf.
- Information and Computers
 - Technology: https://cbseacademic.nic.in/web_material/doc/2014/11_ICT-IX.pdf.pdf.
- Microsoft Office (in Hindi):
 - https://www.scribd.com/document/534988849/9-Microsoft-office-in-hindi-www-GkNotesPDF-com.
- MS-OFFICE:
 - https://www.rgycsm.org/uploads/books/MICROSOFT-OFFICE-BOOK.pdf.
- MS-OFFICE:
 - Hindi Notes: https://www.copaguide.com/2020/04/ms-office-topics.html.
- Microsoft Office Full Crash Course:
 - https://www.youtube.com/watch?v=SH4oyV5AJ6A

PART -D: Assessment and Evaluation

| Maximum Marks: 50 Marks Continuous Internal Assessment (CIA): 15 Marks End Semester Exam (ESE): 35 Marks Continuous Internal Assessment (CIA): 10 & 10 Better marks out of the two Test / Q Assessment (CIA): Assignment/Seminar + Attendance - 05 + obtained marks in Assignment sh be considered against 15 Marks End Semester Exam (ESE): Laboratory / Field Skill Performance: On spot Assessment A. Performed the Task based on lab. work - 20 Marks | | | | Methods: | Suggested Continuous | | | |
|--|------------|---|--|---------------------------|-----------------------|--|--|--|
| End Semester Exam (ESE): Continuous Internal Assessment (CIA): (By Course Teacher) End Semester Exam (ESE): Laboratory / Field Skill Performance: On spot Assessment A. Performed the Task based on lab. work B. Spotting based on tools & technology (written) – 10 Marks Viva-voce (based on principle/technology) Name and Signature of Convener & Members of CBoS: Dr. H. Horo Chairman Assignment / Seminar + Attendance - 05 + obtained marks in Assignment sh be considered against 15 Marks Hanaged Course teacher as plab. statu Chairman Chairman Chairman Chairman Chairman Chairman Course teacher as plab. statu Chairman Chairman Chairman Chairman Chairman Chairman Course teacher as plab. statu Chairman Chairman Chairman Chairman Chairman Chairman Chairman Chairman Course teacher as plab. statu Chairman Ch | | | | | 00 | | | |
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| Exam (ESE): On spot Assessment A. Performed the Task based on lab. work B. Spotting based on tools & technology (written) – 10 Marks Viva-voce (based on principle/technology) – 05 Marks Name with Signature of Convener & Members of CBoS: Dr. H. J. Rovo Chairman | | st 15 Marks | be considered again | . 15 | (By Course Teacher) | | | |
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