

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

PART- A: Introduction			
Program: Bachelor in Science (IT) (Certificate / Diploma / Degree/Honors)		Semester - II/IV/V/VI	Session: 2024-2025
1	Course Code	ITSEC-01	
2	Course Title	MS-Office	
3	Course Type	SEC (Skill Enhancement Course)	
4	Prerequisite	As per program	
5	Course Learning Outcomes (CLO)	After Completing this course, students will be able to: <ul style="list-style-type: none"> • Study and use of basic concepts and terminology of information technology. • Organize files and documents on storage devices. • Acquire knowledge of ICT and Internet applications. • Develop information technology solutions by evaluating user requirements in advance trends of IT. • Acquire knowledge of MS-Excel, MS-PowerPoint and MS-Access. 	
6	Credit Value	2 Credits (1C+1C)	Credit =15 Hours Theoretical Learning and = 30 Hours Laboratory or Field Learning/Training
7	Total Marks	Max. Marks: 50	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
<i>Theory Content</i>	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. 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.		15
<i>Lab/Field Training Content</i>	1. Create a word document and do followings: page setup, paragraph setup, tab setting etc. 2. Create a excel sheet and do followings: cell formatting, page setup, creating chart and use some predefine function. 3. Create a presentation and do followings: slide animation, text animation, slide show setting etc.		30
<i>Keywords</i>	MS Word, MS Excel, MS Power Point.		
Signature of Convener & Members of CBOS: <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;"> <p><i>Dr. H. S. Hota</i> Chairman</p> </div> <div style="text-align: center;"> <p><i>(Suresh Thakur)</i></p> </div> <div style="text-align: center;"> <p><i>Shilendra Singh</i></p> </div> <div style="text-align: center;"> <p><i>Gal</i></p> </div> <div style="text-align: center;"> <p><i>ANJETA KUMAR</i></p> </div> </div>			

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/IPGDCA1-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.rgyesm.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

