No. DU/DR-A/CSE/Syllabus-SEC(FYIPGP-1st Sem.)/2024/1560   Date: 23.09.2024

NOTIFICATION

This is for information of all concerned that the following Three (03) Credit syllabus of Skill Enhancement Course (SEC) for *Semester – I* has been approved by the Hon'ble Vice-Chancellor, Dibrugarh University as per the Dibrugarh University Regulations (Revised) for Five Year Integrated Post Graduate Programme (FYIPGP) in Choice Based Credit System (CBCS), 2024 with effect from the academic session 2024-2025 mentioned as below -

> ➤ **SEC – Basic IT Tools**

This is notified under report to the next meetings of the Post Graduate Board and Academic Council, Dibrugarh University.

Syllabus is attached herewith.

Issued with due approval.

23/9/2024
Deputy Registrar (Academic) i/c
Dibrugarh University

Copy forwarded for kind information and necessary action to:

1. The Hon'ble Vice-Chancellor, Dibrugarh University.
2. The Deans, Dibrugarh University.
3. The Registrar, Dibrugarh University.
4. The Director, Directorate for the FYUGP, Dibrugarh University.
5. The Director, Dibrugarh University Institute of Engineering and Technology (DUIET), Dibrugarh University.
6. The Heads of the Teaching Departments offering FYIPGP, Dibrugarh University.
7. The Head, Department of Computer Science and Engineering (DUIET), Dibrugarh University.
8. The Controller of Examinations i/c, Dibrugarh University.
9. The Joint / Deputy Controller of Examinations 'B', 'C' & 'A', Dibrugarh University.
10. The Programmer, Dibrugarh University, with a request to upload the notification on the Dibrugarh University Website.
11. File.

23/9/2024
Deputy Registrar (Academic) i/c
Dibrugarh University

Title of the Course   :   Basic IT Tools

Course Code   :   SEC

Nature of the Course   :   SKILL ENHANCEMENT COURSE

Total Credits   :   03

Distribution of Marks :   End Sem: 60 PR, In-Sem: 40 PR

Course Objectives

- Develop proficiency in creating, formatting, and editing documents using MS Word.
- Acquire skills to manage, analyze, and visualize data effectively using MS Excel.
- Learn to design and deliver engaging presentations using MS PowerPoint.
- Gain a foundational understanding of web design principles through HTML and CSS.
- Build confidence in using essential IT tools for academic and professional tasks.

UNITS	CONTENTS	L	T	P	Total Hours
1 (Marks) 12 PR	Overview of Computers Definition and characteristics of computers, Generations of computers, Types of computers based on size and purpose, Basic computer operations and concepts, Input, Processing, Output, and Storage (IPOS). Input Devices, Output Devices, Storage Devices, CPU, RAM, Motherboard, Power Supply	0	0	12	12
2 (Marks) 12 PR	Microsoft Word Introduction to Word Processing, Basics of Microsoft Word, Interface and navigation, Creating and saving documents, Document Formatting, Formatting text and paragraphs, Font styles, sizes, and colors, Paragraph alignment and spacing, Applying styles and themes, Using built-in styles, Customizing themes, Tables and Charts Creating and formatting tables Inserting and editing charts Graphics and Multimedia Inserting images, shapes, and SmartArt Adding multimedia elements Document Review and Collaboration Track changes and comments Enabling and managing track changes Adding and responding to comments Mail Merge Setting up and using mail merge	0	0	12	12
3 (Marks) 12 PR	Microsoft Excel Introduction to Spreadsheets, Basics of Microsoft Excel, Interface and navigation, Creating and saving workbooks, Working with Data, Entering and editing data, Data types and cell formatting, Using fill handle and auto-fill, Formulas and Functions, Basic arithmetic and logical functions, Using built-in functions (SUM, AVERAGE, etc.), Data Analysis Tools, Sorting and Filtering, Sorting data by various criteria, Applying filters to data sets, Pivot Tables, Creating and customizing pivot tables, Analysing data using pivot tables, Charts and Data Visualization, Creating charts, Column, Line, Pie charts, etc., Customizing chart elements, Advanced data visualization, Conditional formatting, Sparklines and data bars.	0	0	12	12

4 (Marks) 12 PR	Microsoft PowerPoint Introduction to Presentations, Basics of Microsoft PowerPoint, Interface and navigation, Creating and saving presentations, Slide Design and Layout, Creating slides, Choosing slides layouts, Applying themes and templates, Adding content to slides, Inserting text, images, and media, Using SmartArt and shapes, Animations and Transitions, Applying animations, Customizing animation effects, Animation triggers and sequences, Slide transitions, Adding and customizing transitions, Transition timing and effects, Presentation Delivery, Preparing the presentation, Slide show settings, Rehearsing timings and narration, Delivering the presentation, Presenter view features, Tips for effective delivery	0	0	12	12
5 (Marks) 12 PR	Basics of Web Design; HTML and CSS Introduction to Web Design, Basics of web development, Understanding how websites work, Overview of web browsers and servers, HTML Basics, HTML structure and syntax, HTML tags and elements, Creating a basic HTML document, Adding content with HTML, Text formatting tags, Lists, tables, and links, Embedding images and multimedia, CSS Basics, Introduction to CSS, CSS syntax and selectors, Applying CSS to HTML, Styling web pages, Text and font styling, Layout control with CSS, Using CSS for colours and backgrounds	0	0	12	12
	Total	0	0	60	60

Where, L: Lectures T: Tutorials P: Practical

MODES OF IN-SEMESTER ASSESSMENT:

- One internal examination   20 Marks
- Others (any two or more)   20 Marks
    - Seminar presentation
    - Assignment
    - Group Discussion
    - Quiz
    - Viva-Voce

Course Outcomes

CO 1: Introduction to Basic Computers

- Understand the fundamental concepts and characteristics of computers, including their evolution through different generations.
- Identify and describe various types of computers based on size and purpose.
- Demonstrate knowledge of basic computer operations, including the Input, Processing, Output, and Storage (IPOS) model.
- Recognize and explain the function of key hardware components such as input, output, storage devices, and the CPU.

CO 2: Microsoft Word

- Navigate the MS Word interface and efficiently create, save, and manage documents.
- Apply advanced text and paragraph formatting techniques to enhance document presentation.
- Utilize tables, charts, and multimedia elements to create professional documents.
- Collaborate on documents using features like track changes, comments, and mail merge.

CO 3: Microsoft Excel

- Effectively navigate the MS Excel interface and create and manage workbooks.
- Enter, format, and manipulate data within spreadsheets using various Excel features.
- Analyse data using sorting, filtering, and pivot tables to derive insights.
- Create and customize charts and use advanced data visualization tools to represent data graphically.

CO 4: Microsoft PowerPoint

- Create and manage presentations by navigating the MS PowerPoint interface effectively.
- Design visually appealing slides using themes, templates, and various content elements.
- Apply and customize animations and transitions to enhance presentation dynamics.
- Prepare and deliver presentations using PowerPoint's advanced features, including slide show settings and presenter view.

CO 5: Basics of Web Design; HTML and CSS

- Understand the basics of web development, including how websites function and the role of browsers and servers.
- Create basic web pages using HTML by structuring content with appropriate tags and elements.
- Apply CSS to style web pages, controlling text, layout, and visual elements.
- Develop simple, well-structured web pages that integrate HTML and CSS effectively for layout and design.

SUGGESTED READINGS:

1. Sinha, P. K., & Sinha, P. (2004). *Computer fundamentals*. BPB publications.
2. Lambert, J. (2019). Microsoft Word 2019 Step by Step/Joan Lambert.
3. Winston, W. (2019). *Microsoft Excel 2019 Data analysis and business modeling*. Microsoft Press.
4. Duckett, J. (2011). *HTML & CSS: design and build websites* (Vol. 15). Indianapolis, IN, USA:: Wiley.