Detailed Syllabus

Curriculum Designed for: UG		**Grant-In-Aid**
Semester:1	**Course No.:105**	**Course Code: AEC** **Course Title: Basic of IT Tools and Spreadsheet**
Credits:	**02 (Theory 50% | Practical 50%)**	**Course Category:-Ability Enhancement Course**

Course Objectives:

Number	**Objective**
Objective 1:	Develop digital literacy and IT skills.
Objective 2:	Enable preparation of professional documents.
Objective 3:	Introduce spreadsheet tools for data handling.
Objective 4:	Build data analysis and reporting ability.
Objective 5:	Promote ethical and responsible technology use.

Course Outcomes: On successful completion of the course, the learner will be able to

CO#	**COGNITIVE ABILITIES**	**COURSE OUTCOMES**
CO1	REMEMBERING	Operate computer systems and manage files.
CO2	UNDERSTANDING	Prepare formal documents.
CO3	APPLYING	Use spreadsheets for data handling.
CO4	APPLYING	Apply formulas and functions.
CO5	ANALYSING	Generate charts and reports.
CO6	IMPLEMENTING	Communicate professionally with cyber safety awareness.

Course Contents:

Unit No.	Unit Contents	Sessions Allotted
1	**Digital Office Tools, Communication & Productivity** ➢ Digital Work Environment ▪ Basics of computer systems, OS usage, MS Office/Google Workspace, cloud working ➢ File Management & Cloud ▪ Folder structure, file sharing, Google Drive/OneDrive, backup & access control ➢ Word Processing ▪ Letters, resume, formatting, tables, PDF export ➢ Digital Communication ▪ Email writing, cyber safety, phishing, data protection, ethics ➢ AI Tools Basics ▪ Spell check, AI drafting, formatting, voice typing, ethical AI use	15
2	**Data & Spreadsheet Applications** ➢ Data Thinking ▪ Data concept, types, applications, spreadsheet overview ➢ Spreadsheet Basics ▪ Workbook, worksheet, formatting, cell reference ➢ Practical Sheets ▪ Attendance, marks, budget sheet ➢ Formulas SUM, AVERAGE, COUNT, percentage ➢ Charts & Tools ▪ Sorting, filtering, charts, reports	15

REFERENCES:

1. Vermaat, Misty E. et al. Microsoft Office 365 & Office 2019 Introductory. Cengage Learning.
2. Shelly, Gary B. & Cashman, Thomas J. Discovering Computers. Cengage Learning.
3. Walkenbach, John. Excel Basics to Advanced. Wiley Publications.

Online Learning Resources:

- **Official Platforms:** Microsoft Learn, Microsoft Support, Google Workspace Learning Center
- **MOOCs & Government:** SWAYAM, NPTEL, DIKSHA Portal
- **Video Learning:** Topic-based tutorials and faculty-curated content
- **Practice Resources:** Sample datasets, templates, LMS / Google Classroom assignments
- **Collaborative Tools:** Google Drive, OneDrive, Google Sheets, online forms