

**Detailed Syllabus**

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

**Course Objectives:**

<b>Number</b>	<b>Objective</b>
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**

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

**Course Contents:**

Unit No.	Unit Contents	Sessions Allotted
1	<p><b>Digital Office Tools, Communication &amp; Productivity</b></p> <ul style="list-style-type: none"> <li>➤ Digital Work Environment                             <ul style="list-style-type: none"> <li>▪ Basics of computer systems, OS usage, MS Office/Google Workspace, cloud working</li> </ul> </li> <li>➤ File Management &amp; Cloud                             <ul style="list-style-type: none"> <li>▪ Folder structure, file sharing, Google Drive/OneDrive, backup &amp; access control</li> </ul> </li> <li>➤ Word Processing                             <ul style="list-style-type: none"> <li>▪ Letters, resume, formatting, tables, PDF export</li> </ul> </li> <li>➤ Digital Communication                             <ul style="list-style-type: none"> <li>▪ Email writing, cyber safety, phishing, data protection, ethics</li> </ul> </li> <li>➤ AI Tools Basics                             <ul style="list-style-type: none"> <li>▪ Spell check, AI drafting, formatting, voice typing, ethical AI use</li> </ul> </li> </ul>	15
2	<p><b>Data &amp; Spreadsheet Applications</b></p> <ul style="list-style-type: none"> <li>➤ Data Thinking                             <ul style="list-style-type: none"> <li>▪ Data concept, types, applications, spreadsheet overview</li> </ul> </li> <li>➤ Spreadsheet Basics                             <ul style="list-style-type: none"> <li>▪ Workbook, worksheet, formatting, cell reference</li> </ul> </li> <li>➤ Practical Sheets                             <ul style="list-style-type: none"> <li>▪ Attendance, marks, budget sheet</li> </ul> </li> <li>➤ Formulas SUM, AVERAGE, COUNT, percentage</li> <li>➤ Charts &amp; Tools                             <ul style="list-style-type: none"> <li>▪ Sorting, filtering, charts, reports</li> </ul> </li> </ul>	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