

SYLLABUS



SKILL ENHANCEMENT COURSES

(Common to all Undergraduate Programme under the Faculty of Arts / Commerce / Fine Arts / Science / Social Sciences)

2025-2028

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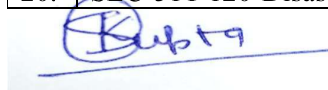
An official stamp of the University of Rajasthan, Jaipur. It features a handwritten signature in blue ink at the top, followed by the text 'Dy. Registrar (Academic) University of Rajasthan JAIPUR'.

SKILL ENHANCEMENT COURSES

Introducing Skill Enhancement courses into the Undergraduate Curriculum under the National Education Policy (NEP) 2020 signifies a significant leap forward in providing students with a holistic and practical education. These courses are crucial in equipping students with technical and professional skills, empowering them to excel and adapt to the dynamic job market. The University of Rajasthan has taken proactive steps in offering a diverse range of Skill Enhancement courses, encompassing domains such as Computer Science, communication, digital literacy, entrepreneurship, and leadership, among others. This invaluable exposure not only aids students in making well-informed career decisions but also substantially enhances their employability prospects. Embracing these skill-oriented courses, the NEP-2020 envisions cultivating a generation of capable and job-ready professionals, fostering a brighter and more promising future for young graduates.

Students enrolled in any undergraduate program at the University and its affiliated/constituent colleges are provided with diverse skill enhancement courses during the **First and Second Semesters**. This pool of courses offers students the opportunity to choose from various options to enrich their skills and knowledge. Students can tailor their learning experiences by selecting courses that align with their interests and career aspirations, ensuring a well-rounded education and enhanced employability prospects. The list of such courses is as follows –

S. No.	Course Code-Course Title	Is offered to NC Students	Total Credit	Delivery Type of the Course	Page No.
1.	SEC-51T-101-Computer Fundamentals	Yes	2	T	05-08
2.	SEC-51P-102-Introduction to Office Productivity Software	No	2	P	09-11
3.	SEC-51P-103-Data Analysis Using Excel	No	2	P	12-14
4.	SEC-51T-104-Business Communication Skills	Yes	2	T	15-17
5.	SEC-51T-105-Effective Communication Skills	No	2	T+P	18-20
6.	SEC-51T-106-Learning Life Skills	No	2	T+P	21-23
7.	SEC-51T-107-Logical and Critical Thinking	Yes	2	T	24-26
8.	SEC-51T-108-Quantitative Aptitude and Data Interpretation	Yes	2	T	27-28
9.	SEC-51T-109-Finance for Everyone	Yes	2	T	29-31
10.	SEC-51T-110- Basics of Tourism Concepts	Yes	2	T	32-34
11.	SEC-51T-111-Data Literacy	Yes	2	T	35-36
12.	SEC-51T-112-Bio-Fertilizer	No	2	T+P	37-39
13.	SEC-51T-113-Nursery and Gardening Techniques	No	2	T+P	40-42
14.	SEC-51T-114-अनुवादकौशल	Yes	2	T	43-45
15.	SEC-51T-115-प्रभावीहिन्दीलेखन	Yes	2	T	46-48
16.	SEC-51T-116-Pest Management and Control	No	2	T+P	49-51
17.	SEC-51T-117-Vermicomposting	No	2	T+P	52-54
18.	SEC-51T-118-Understanding Union Budget and Economic Survey	Yes	2	T	55-57
19.	SEC-51T-119-Survey Methodology	Yes	2	T	58-59
20.	SEC-51T-120-Disaster Management	Yes	2	T	60-62




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SEC-51P-102 – Introduction to Office Productivity Software

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-51P-102	Introduction to Office Productivity Software		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	-	2	2	60 Hours Practical
Prerequisites	XII Pass				
Objectives of the Course:	Objectives of the Course – The objective of this course is to provide participants with a comprehensive understanding of the fundamental features and functionalities of word processing tools, electronic spreadsheets, and presentation software. Through hands-on practice and theoretical knowledge, participants will develop the skills necessary to efficiently create, format, and manage documents, spreadsheets, and presentations. By the end of the course, participants will be able to use these tools effectively to enhance their productivity in various professional and personal scenarios.				

Examination Scheme-

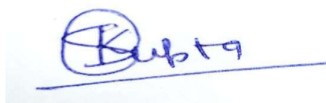
Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (CA + EoSE)	Minimum Marks (CA + EoSE)
Practical	SEC-51P-102- Introduction to Office Productivity Software	1 Hrs-CA 1 Hrs-EoSE	10 Marks-CA 40 Marks-EoSE	4 Marks-CA 16 Marks-EoSE

The Practical examination Scheme for **Introduction to Office Productivity Software** should be as follows –

- Three Practical Exercises of 10 Marks each from each Unit – 30 Marks
- Viva-Voce – 5 Marks
- Record – 5 Marks

The duration of the Practical Examination will be 1 Hour.




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Detailed Syllabus

SEC-51P-102 – Introduction to Office Productivity Software

Unit -I

Word Processing Tools:

Text Basics, Text Formatting and saving files, Objects- Shapes, Clipart and Picture, Word Art, Smart Art, Page Number, Date & Time, Inserting Text boxes Chart, Header & Footers, Bullets and numbered lists, Tables, Styles and Content, Merging Documents Sharing and Maintaining Document. Proofing the Printing

(20Hours Practical)

Unit -II

Electronic Spreadsheet:

Introduction to spreadsheet, formatting Excel workbook, Perform Calculations with Functions, Sort and Filter Data, Create Charts, PivotTables and Pivot Charts, Protecting and Sharing the workbook, Use Macros to Automate Tasks, Proofing and Printing

(20Hours Practical)

Unit -III

POWERPOINT:

Setting Up PowerPoint Environment, creating slides and applying themes, working with bullets and numbering, Working with Objects, Hyperlinks and Action Buttons, Working With Movies and Sounds, Using SmartArt and Tables., Animation and Slide Transition, Using slide Master, Slide show option, Proofing and Printing

(20Hours Practical)

Suggested Books and References –

1. Microsoft Office for Beginners by M.L. Humphrey
2. Microsoft Word 2016 Step by Step by Joan Lambert and Curtis Frye
3. Excel 2016 Bible by John Walkenbach
4. PowerPoint 2016 For Dummies by Doug Lowe
5. Microsoft Office 2016 In Practice by Randy Nordell

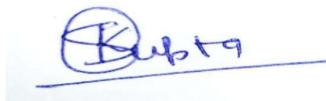
Course Learning Outcomes:

By the end of the course, students should be able to:

1. Word Processing:

- Format documents using advanced text styling and alignment.
- Manipulate text with cut, copy, paste, and find & replace functions.
- Enhance document layout with headers, footers, and page numbering.
- Create visually appealing content using tables, objects, and styles.
- Efficiently merge documents and manage templates for streamlined work.

2. Electronic Spreadsheet:

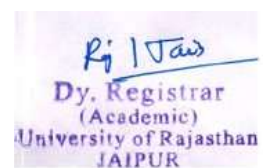
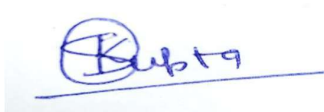


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- Apply formatting and calculations using a variety of functions.
- Organize and analyze data through sorting, filtering, and charts.
- Automate tasks with macros and protect workbooks with passwords.
- Create dynamic pivot tables for data visualization and analysis.

3. PowerPoint:

- Design captivating presentations with themes, formatting, and multimedia.
- Incorporate interactive elements like hyperlinks and action buttons.
- Apply animations and transitions for engaging slide shows.
- Customize master slides for consistent and polished presentations.



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