

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

**New Arts, Commerce, and Science College
Ahmednagar (Autonomous)**

(Affiliated to Savitribai Phule Pune University, Pune)



National Education Policy (NEP)

Choice Based Credit System (CBCS)

Programme Framework and Syllabus for

Skill Enhancement Courses: Microbiology

कौशल्य वृद्धी अभ्यासक्रम: सूक्ष्मजीवशास्त्र

Implemented from

Academic Year 2024-25

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Introduction of Skill enhancement course in Microbiology :

The introduction of 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 play a crucial role in equipping students with both technical and professional skills, empowering them to excel and adapt in the dynamic job market. 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 the young graduates.

Skill Enhancement Courses: Framework and Course Distribution: Subject: Microbiology

Sr. No.	Year	Semester	Level	Course Type	Course Code	Title	Credits
1.	I	II	5.0	SEC-01	SEC-MR 01P	Computer Applications	02
2.	II	III	5.5	SEC-02	SEC-MR 02P	Biochemical Techniques and Instrumentation	02
3.	II	IV	6.0	SEC-03	SEC-MR 03P	Environmental Microbiology	02
Total							06

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Skill Enhancement Courses: Zoology

Title of the Course: Computer Applications								
Year: I				Semester: II				
Course Type	Course Code	Credit Distribution		Credits	Allotted Hours	Allotted Marks		
		Theory	Practical			CIE	ESE	Total
SEC-01	SEC-MR 01P	00	02	02	30	15	35	50

Learning Objectives: : The objective of this course is to teach and enhance basic computer skills in students

Course Outcomes (Cos)

1. The students will learn to create, edit, Microsoft word and power point presentation
2. The students will understand the working of Microsoft excel and its use in data processing
3. Students will create email id, write and forward emails.

Detailed Syllabus: Example

Unit No.	Topic	Allotted hours
Unit I	Microsoft word	
	1. Introduction- Introduction to Microsoft word – Creating, opening and closing document, naming and renaming the document, save and save as, Menu bar and use of different options of menu bar.	20
	2. Creating and editing document- Text Creation and manipulation, Document Creation, Editing Text, Formatting the	

Text-Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case

3. **Table Manipulation**-Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading
4. **Inserting**- images, clip art, shapes, text box, header, footer, hyperlink
5. **Printing**- Page Setup, Print Preview, connecting printer to the PC, Printing of Documents
6. **Applications of Microsoft word** Writing an application letter for job/internship/leave, CV making, Poster making, Flyer making, Project report/ survey report writing

Unit II Microsoft excel 15

1. Introduction- Creating, opening and closing document, naming and renaming the document, save and save as, Menu bar and use of different options of menu bar
2. Data entry and editing in the Excel
3. Data representation: Creating bar diagram, histograms, line graphs, pie chart,
4. Statistical tests and calculations in excel- Mean, student t- test, anova, F- test, Z test

Unit III Using Email 10

1. Opening Email account
2. Mailbox: Inbox and Outbox
3. Creating and Sending a new E-mail
4. Replying to an E-mail message
5. Forwarding an E-mail message
6. Sorting and Searching emails

Unit IV Making Small Presentations 15

1. Applying Themes, Layouts to Slides , Working with Objects , Entering, Editing, and Formatting Text ,Outline View and Proofing Presentations, Adding and Reading Notes , Inserting

Pictures, Graphics, Shapes, and Other Things, Charts , Adding Sound and Video, Adding Transitions and Animation, Working with Master Slides, Working with Smart Art, Printing, Sharing, and Exporting Slides

2. Preparing power point presentation for – seminars/project presentation etc.

Suggested Readings/Material:

1. MS Office, Dr. S.S. Shrivastava firewall media.
2. Microsoft office 2016 step by step ,joan lambert and Curtis frye, Microsoft press
3. MS Office 2007 in a Nutshell, sanjaysaxena, viskas publishing house pvt limited
4. Learn Microsoft office 2009, Linda Foulkes, Packt publication