



# Ganpat University

॥ विद्यया समाजोत्कर्षः ॥

Faculty of  
**Computer Applications**



<b>Programme</b>		B.Sc. IT Honours (Artificial Intelligence & Machine Learning)			<b>Branch</b>		Computer Applications																																																														
<b>Semester</b>		I			<b>Version</b>		1.0.0.0																																																														
<b>Effective from Academic Year</b>		2026-27			<b>Effective for the batch Admitted in</b>		June 2026																																																														
<b>Subject code</b>		U81A2DM1		<b>Subject Name</b>		DATA MANAGEMENT-I																																																															
<b>Teaching scheme</b>					<b>Examination scheme(Marks)</b>																																																																
<b>(Per week)</b>	<b>Lecture (DT)</b>		<b>Practical (Lab.)</b>		<b>Total</b>		<b>CCE</b>	<b>SEE</b>	<b>Total</b>																																																												
	L	TU	P	TW																																																																	
Credit	2	-	2	-	4	Theory	50	50	100																																																												
Hours	2	-	4	-	6																																																																
<b>Objective:</b>																																																																					
Learners will be able to make effective presentations, document editing, spreadsheets, and databases that will be useful for various documentations, arithmetic calculations and project report writing.																																																																					
<b>Pre-requisites:</b>																																																																					
One should have basic knowledge of computers.																																																																					
<b>Learning Outcome:</b>																																																																					
<table border="1"> <thead> <tr> <th>Name of CO</th> <th colspan="9">Description</th> </tr> </thead> <tbody> <tr> <td>CO1</td> <td colspan="9">To Create Formatted documents.</td> </tr> <tr> <td>CO2</td> <td colspan="9">Work with various functionality of spreadsheets.</td> </tr> <tr> <td>CO3</td> <td colspan="9">To Learn Advanced Excel Techniques.</td> </tr> <tr> <td>CO4</td> <td colspan="9">Design visually appealing presentation slides and captivating infographics.</td> </tr> <tr> <td>CO5</td> <td colspan="9">To Work with basic functionality of the database.</td> </tr> </tbody> </table>										Name of CO	Description									CO1	To Create Formatted documents.									CO2	Work with various functionality of spreadsheets.									CO3	To Learn Advanced Excel Techniques.									CO4	Design visually appealing presentation slides and captivating infographics.									CO5	To Work with basic functionality of the database.								
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<b>Mapping of CO and PO:</b>																																																																					
Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8																																																													
CO1	2	1	0	0	1	0	2	1																																																													
CO2	1	2	2	1	0	1	2	2																																																													
CO3	3	2	2	1	3	1	1	1																																																													
CO4	2	1	1	1	2	0	1	2																																																													
CO5	1	1	1	3	1	0	1	1																																																													
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<b>Unit</b>	<b>Content</b>								<b>Hrs.</b>																																																												

1	<b>Document Formatting Essentials:</b> Working with documents, formatting Text & Paragraph, Find and replace Text, Spell & Grammar check, Tabs and indentation, Enhancing a document, Different Views of document and its use, Bullets & Numbering, Page Setup, Columns, Insert Table, Chart Shapes, Table operations, Header, Footer and page number, Footnote and endnotes, Mail Merge, Hyperlink, references, Page layouts, Document protection.	06
2	<b>Excel Essentials: Sheets, Cells, Formulas:</b> Introduction to Worksheet and Work Book, Cell, Addressing modes, Formatting a Worksheet performing Calculation on Data – Naming Groups of Data, Creating Formulas to Calculate Value, Summarizing Data that Meets Specific Conditions, Finding and Correcting Errors in Calculations.	06
3	<b>Advanced Excel Techniques: Formatting, Filtering, and Summarizing:</b> Conditional Formatting, Additional Formatting Commands, Drawing toolbar, Freeze Panes, splitting the worksheet Focusing on Specific Data by Using Filters – Limiting Data That Appears on Screen, Selecting List Rows at Random, Summarizing Worksheets with Hidden and Filtered Rows, Finding Unique Values Within a Data Set, Defining Valid Sets of Ranges of Cells using Data Validation Reordering and Summarizing Data – Sorting Worksheet Data, Organizing Data into Levels.	06
4	<b>PowerPoint Essentials: Presentation Creation &amp; Enhancement:</b> Creating and formatting Presentation, Presentation views, Slideshow setup, Printing a presentation, Formatting slides transition & Custom animation, Inserting pictures, Chart & Tables.	06
5	<b>Database Basics: Creation, Design, and Operations:</b> Introduction to Database, creating Database, Data sheet, Data sheet operations, Filter and Advanced filter, Table Design & different Data, Types of the Database, Different element of the Access, Query design & wizards, Import, Export, database tools, SQL view, Report.	06
<b>Practical Content:</b>		
List of programs specify by subject teacher based on above mention topics.		
<b>Reference Books:</b>		
1	PC Software for windows made simple by R.K. Taxali -Tata McGraw-Hill Publishing Co. LTD	
2	Working with Personal Computer by RP Soni, Harshal Arolkar and Sonal Jain-Books India Publication	
3	The Complete Reference Office 2000 by Stephen L. Nelson. Tata McGraw-Hill Publishing Co.LTD	
<b>Web Reference:</b>		
1	<a href="https://www.excel-easy.com/data-analysis.html">https://www.excel-easy.com/data-analysis.html</a>	
<b>MOOC/Certificate Course:</b>		
1	<a href="https://www.coursera.org/specializations/excel">https://www.coursera.org/specializations/excel</a>	
2	<a href="https://www.edx.org/course/excel-for-everyone-data-analysis-fundamentals">https://www.edx.org/course/excel-for-everyone-data-analysis-fundamentals</a>	
3	<a href="https://www.youtube.com/watch?v=00Wak2aLEfk">https://www.youtube.com/watch?v=00Wak2aLEfk</a>	
<b>Question Paper Scheme:</b>		
<b>End Semester Examination Duration:</b> (2 Hours Theory Examination)		
<b>Note for Examiner: -</b> Q-1 Any Five out of Seven (25 Marks) Q-2 Any Two out of Three (06 Marks) Q-3 Mandatory question (05 Marks) Q-4 Any Two out of Three (08 Marks) Q-5 Any Two out of Three(06 Marks)		
*The question paper must comprehensively address all Course Outcomes (COs), align with Bloom's Taxonomy levels, and ensure complete syllabus coverage.		