

**DEPARTMENT OF MATHEMATICS**  
**CHANCHAL COLLEGE, MALDA**  
**SYLLABUS FOR SKILL ENHANCED COURSE (SEC)**

**Skill Enhanced Course (SEC)**

**SEC-02 (Semester-II)**

**Course Name:** PRESENTATION AND FORMATION OF DATA AND ITS MATHEMATICAL UNDERSTANDING USING MICRODOFT EXCEL

**Course Objectives:**

- To train students in the organization and analysis of data using Microsoft Excel.
- To build competency in applying mathematical functions and formulas for problem-solving.
- To introduce students to data visualization and interpretation.
- To foster analytical thinking through spreadsheet-based tasks.

**Course Outcomes:**

1. Enter, organize, and format data in Excel spreadsheets.
2. Use formulas and functions for basic mathematical and statistical calculations.
3. Create and interpret charts and graphs for data presentation.
4. Perform sorting, filtering, and basic data analysis.

SL NO.	COURSE CONTENT:	DURATION
1	<b>Unit 1: Introduction to Microsoft Excel</b> <ul style="list-style-type: none"><li>• Overview of spreadsheet software</li><li>• Excel interface: worksheets, cells, ranges</li><li>• Data entry and formatting</li><li>• Saving, opening, and printing files</li></ul>	<b>25 Hours</b>
2	<b>Unit 2: Data Organization and Management</b> <ul style="list-style-type: none"><li>• Creating tables and structured data</li><li>• Sorting and filtering data</li><li>• Cell referencing: relative, absolute, and mixed</li><li>• Data validation techniques</li></ul>	<b>20 Hours</b>
3	<b>Unit 3: Mathematical Functions and Formulas</b> <ul style="list-style-type: none"><li>• Basic arithmetic operations</li><li>• Built-in functions: SUM, AVERAGE, MAX, MIN, COUNT</li><li>• Logical functions: IF, AND, OR</li><li>• Date and time functions</li><li>• Percentage, interest, and other mathematical operations</li></ul>	<b>25 Hours</b>
4	<b>Unit 4: Data Presentation and Visualization</b> <p>Creating charts: bar, column, line, pie, and combo</p> <ul style="list-style-type: none"><li>• Formatting and customizing charts</li><li>• Conditional formatting</li><li>• Sparklines and data bars</li></ul>	<b>20 Hours</b>

**Software & Equipment Required:**

- Computer lab access
- Microsoft Excel (preferably 2016 or newer)
- Projector (for demonstration)

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Skill Enhanced Course (SEC)  
SEC-03 (Semester -III)**

**Course Name: USE OF MULTIMEDIA PROJECTOR AND MICROSOFT POWER POINT TO PRESENT IN SEMINER/ LECTURE.**

**Course Objectives:**

1. To develop competence in preparing professional PowerPoint presentations.
2. To effectively use multimedia projectors in lectures, seminars, and conferences.
3. To build confidence and clarity in public speaking using visual aids.
4. To integrate media and design elements for audience engagement.

**Course Outcomes:**

1. Create engaging and informative PowerPoint presentations.
2. Operate multimedia projectors and troubleshoot basic technical issues.
3. Deliver professional presentations in academic or formal settings.
4. Use animations, transitions, audio, and video features in PowerPoint effectively.

<b>SL NO.</b>	<b>COURSE CONTENT:</b>	<b>DURATION</b>
1	<b>Unit 1: Introduction to Presentation Tools</b> <ul style="list-style-type: none"><li>• Importance of visual aids in lectures/seminars</li><li>• Overview of presentation tools (focus on MS PowerPoint)</li><li>• Interface and basic operations in PowerPoint</li></ul>	<b>25 Hours</b>
2	<b>Unit 2: Designing Effective Presentations</b> <ul style="list-style-type: none"><li>• Slide layouts and templates</li><li>• Effective use of text, images, and bullet points</li><li>• Color schemes, fonts, and readability</li></ul>	<b>20 Hours</b>
3	<b>Unit 3: Advanced PowerPoint Features</b> <ul style="list-style-type: none"><li>• Using transitions and animations appropriately</li><li>• Embedding audio and video</li><li>• Creating charts, tables, and diagrams</li><li>• Slide master and custom design themes</li></ul>	<b>25 Hours</b>
4	<b>Unit 4: Multimedia Projector Operations</b> <ul style="list-style-type: none"><li>• Introduction to projectors and connectors</li><li>• Setting up a projector with a laptop</li><li>• Display settings and troubleshooting common issues</li><li>• Audio setup and lighting considerations</li></ul>	<b>20 Hours</b>

**Software & Equipment Required:**

- Laptop/Desktop
- MS Office Suite (PowerPoint)
- Multimedia projector
- Audio speakers