

Original

960 + 450 + 450

**JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY,  
PATIALA**

(Established by the Act No. 19 of 2019 of the Legislature of the State of Punjab)

Email ID registrar@psou.ac.in

Contact No. 94633 52523

Ref No. PSOU/Admin./2022/2115

Dated : 19.10.2022

ਵਿਸ਼ੇ:

ਪ੍ਰਿੰਸੀਪਲ,  
ਸਰਕਾਰੀ ਕਾਲਜ,  
ਮੁਹਾਲੀ।

ਯੂ. ਜਗਤਗੁਰੂ ਨਾਨਕ ਦੇਵ

22.10.22

ਫਿਲਿਪਸ

19/10/22

ਵਿਸ਼ਾ: ਕੋਰਸਾਂ ਦੀ ਬਦਲੀ ਕਰਨ ਦੀ ਪ੍ਰਵਾਨਗੀ ਸਬੰਧੀ।

ਹਵਾਲਾ: ਆਪ ਜੀ ਤੋਂ ਪ੍ਰਾਪਤ ਪੱਤਰ ਨੰ. ਨਿਲ ਮਿਤੀ ਨਿਲ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਅਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਅਤੇ **Competant Authority** ਦੀ ਪ੍ਰਵਾਨਗੀ ਦੀ ਲੋੜ  
ਵਿਚ, ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸਰਟੀਫਿਕੇਟ/ ਡਿਪਲੋਮਾ ਕੋਰਸ ਨੂੰ ਬਦਲੀ ਕਰਨ ਦੀ ਮਨਜ਼ੂਰੀ (Affiliation) ਦਿੱਤੀ ਜਾਂਦੀ  
ਹੈ:-

ਲੜੀ ਨੰ.	ਪੁਰਾਣੇ ਕੋਰਸ ਜਿਸ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਗਈ ਸੀ	ਨਵਾਂ ਕੋਰਸ ਜਿਸ ਲਈ ਹੁਣ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਜਾ ਰਹੀ ਹੈ	ਵਿਸ਼ੇਸ਼ ਕਥਨ
1.	Certificate/ Diploma Course in Software Development and Programming.	Certificate Course in IT enabled Services.	

ਰਜਿਸਟਰਾਰ

Registrar  
Jagat Guru Nanak Dev  
Punjab State Open Univer  
Patiala

Principal  
SMHS Govt. College  
Jahibzada Ajit Singh Nagar

### Student List JULY-2022

Sr No	Allotment No	Name	Father Name	Gender	Programme Name	Admission Year	Admission Session
1	PSOU-STUD-22-1617 / PSOU-2022B-127-0035	ABHISHEK	SANDEEP MEHTA	Male	Certificate Course in IT enable Services	2022	July
2	PSOU-STUD-22-2263 / PSOU-2022B-127-0024	AJAY KUMAR	PANNE LAL	Male	Certificate Course in IT enable Services	2022	July
3	PSOU-STUD-22-1616 / PSOU-2022B-127-0001	BAVANPREET SINGH	PARAMVIR SINGH	Male	Certificate Course in IT enable Services	2022	July
4	PSOU-STUD-22-2255 / PSOU-2022B-127-0032	CHETAN PRATAP SINGH	SANJAY KUMAR SINGH	Male	Certificate Course in IT enable Services	2022	July
5	PSOU-STUD-22-2306 / PSOU-2022B-127-0022	GAGANDEEP SINGH	JASPAL SINGH	Male	Certificate Course in IT enable Services	2022	July
6	PSOU-STUD-22-2365 / PSOU-2022B-127-0028	KAPIL	RAM ASRA	Male	Certificate Course in IT enable Services	2022	July
7	PSOU-STUD-22-2373 / PSOU-2022B-127-0029	NARINDER SINGH	JASPAL SINGH	Male	Certificate Course in IT enable Services	2022	July
8	PSOU-STUD-22-23775 / PSOU-2022B-127-0033	NAVJOT SINGH	BALOUR SINGH	Male	Certificate Course in IT enable Services	2022	July
9	PSOU-STUD-22-2241 / PSOU-2022B-127-0023	PRIYANKA	MADAN LAL	Female	Certificate Course in IT enable Services	2022	July
10	PSOU-STUD-22-23655 / PSOU-2022B-127-0030	RAJWINDER KAUR	SUKHDARSHAN SINGH	Female	Certificate Course in IT enable Services	2022	July
11	PSOU-STUD-22-23767 / PSOU-2022B-127-0034	RAM BHATERI	PARHLAD	Female	Certificate Course in IT enable Services	2022	July
12	PSOU-STUD-22-2305 / PSOU-2022B-127-0026	ROHIT SANGER	KULDEEP SINGH	Male	Certificate Course in IT enable Services	2022	July
13	PSOU-STUD-22-23688 / PSOU-2022B-127-0031	SAKSHI RATHOUR	RAVINDER SINGH	Female	Certificate Course in IT enable Services	2022	July
14	PSOU-STUD-22-2256 / PSOU-2022B-127-0025	SARALDEEP SINGH	RAMANDEEP SINGH	Male	Certificate Course in IT enable Services	2022	July
15	PSOU-STUD-22-2309 / PSOU-2022B-127-0027	SHAGUNPREET KAUR	LAKHVEER SINGH	Female	Certificate Course in IT enable Services	2022	July

**Harjeet Arora**  
 Principal  
 Sardar Sarbajit College  
 Sardar Sarbajit Singh Nagar



### Certificate Programme in IT Enabled Services

**Objective of the Course:**

To provide practical training of office automation tools, Internet and internet tools. The course also helps the candidates to get acquainted with IT and ITeS.

**Learning Outcomes:**

After completion of this course the students would be able to work in office, handle documents, spreadsheets, make presentations and communicate through internet.

**Duration of the Course:**

Certificate course: 6 months

**Eligibility:** Any student enrolled in degree program of the college.

**Outline of the Course**

Sr. No.	Topics	
<b>Topics covered under Certificate Course are Sr. No. 1,2 and 3</b>		
1	GC-IT-01T Fundamentals of IT	Credits: 6
2	GC-IT-02T Office Automation	Credits: 6 (4 Th. 2 Lab)
3	GC-IT-03T E-Commerce & Social Media	Credits: 6 (4 Th. 2 Lab)

*Harjeet Anjial*  
Principal  
SMHS Govt. College  
Sahibzada Ajit Singh Nagar

## Fundamentals of IT (Credits: 6)

Total Marks: 100  
External Marks: 70  
Internal Marks: 30  
Credits: 6  
Pass Percentage: 40%

### Section A

*Unit I: Introduction of Computer:* Characteristics of the Computer, Block diagram of a Computer, Classification and Generations of Computer, *Input Devices:* Keyboard, Mouse, Trackball, Space ball, Joystick, Light pen, Touch screen, Digitizer, Data Glove, Scanner, Speech Recognition Devices, Optical Recognition Devices: OMR, OBR, OCR, MICR, Video Cameras, *Output Devices:* Monitors, Printers and its types, Plotters and its types, Speakers, Multimedia Projector.

*Unit II: Computer languages:* Machine language, assembly language, high level language, 4GL. *Language Translators:* Compiler, Interpreter, and Assembler. *Software:* Types of Software: System Software, Application Software, and Firmware. *Memories:* Memory Hierarchy, Memory Types: Magnetic core, RAM, ROM, Secondary, Cache, Overview of storage devices: floppy disk, hard disk, compact disk, tape.

*Unit III: Operating System:* Functions of Operating System, Types of Operating System, Types of Operating System, Windows concepts, features, windows structure, desktop, taskbar, start menu

*Unit IV: Basics of Computer:* Turning on a computer, booting up, Desktop, Shortcut, Icons, Recycle Bin, Start Menu, My Computer, Computer's Devices and Drives, Storage, Removable Storage, CD/DVD Drive, floppy drive, and USB flash drive, Hard drive, Control Panel, The Window, Parts of Window, File Explorer, Files, Folders, Directories, Command, Menus, Keyboard, Function Keys, Normal Keys, Special keys, Direction keys, Numeric Keypad, Numeric Keys, Mouse: Left button, Right Button, Windows Accessories, Sharing Information between Programs. Virus, Antivirus, Peripherals can use with your computer

### Section B

*Unit V: Computer Networks:* Components of data communication, modes of communication, standards and organizations, Network Classification, Network Topologies; Network Types, Transmission media, network protocol; layered network architecture. Basic of Computer networks: LAN, MAN, WAN.

*Unit VI: Introduction to Internet:* Evolution and Applications of Internet, Web Essentials: Clients, Servers, and Communication, Different ways to connect to the Internet, downloading, uploading, Browser, Secure browsing, Working with different Web Browsers, Web Address,

Hareesh Arora  
Principal  
SMHS Govt. College  
Sahibzada Ajit Singh Nagar

Website, Portal, Webpage, Internet Protocols, Internet chatting; Intranet, Extranet, Gopher, Mosaic, WAIS, Cybersecurity: hacking and ethical hacking.

*Unit VII: Information Technology and Society:* Applications of Information Technology in Business and Industry, Railway, Airline, Entertainment, Banking, Insurance, Inventory Control, Hotel Management, Education and Training, Mobile Phones, Information Kiosks, Weather Forecasting, Scientific Application

*Unit VIII: Current Trends in IT Application:* AI, Virtual Reports, Robots, Multimedia Technology. Advanced Trends in IT: Mobile Internet, GPS, 3G, 4G, Wi-Fi, Bluetooth, Cloud Technology, Virtual Reality, Nanotechnology

Principal  
*Hareet Arora*  
Sahibzada Ajit Singh Nagar



**Office Automation (Theory) (Credits: 4)**

**Total Marks: 100**  
**External Marks: 70**  
**Internal Marks: 30**  
**Credits: 4**  
**Pass Percentage: 40%**

**Section A**

*Unit I: Word Processing Package:* Opening, saving and closing an existing document; renaming and deleting files. *Using styles and templates:* Introduction to templates and styles; applying, modifying, Using a template to create a document, creating a template, editing a template, organizing templates, examples of style use, changing document views

*Unit II: Working with text:* select, cut, copy, paste, find and replace, inserting special characters, setting tab stops and indents. *Formatting:* Formatting text, formatting paragraphs. Bullets and Numbering, Spell Check, Auto Correct, Auto Text, *Formatting pages:* Using layout methods, creating headers and footers, Numbering pages, Changing page margins, Adding comments to a document, Tabs.

*Unit III:* Creating a table of contents, Creating indexes and bibliographies, Printing a document, Tracking changes to a document. *Formatting Text:* Using RIGHT, LEFT, and MID functions; format text by using UPPER, LOWER, and PROPER functions.

*Unit IV:* format text by using the CONCATENATE function, generating inference from Data: Pivot Table, Creating Charts, Data Cleaning: Removing duplicate values, Text to Columns, Converting a word document into various formats.

**Section B**

*Unit V: Electronics Spreadsheets: Excel:* Starting Excel, Excel Application Window, Components of Excel window, Anatomy of Excel Worksheet, Excel features, Undo and Redo, Printing, MS Excel Help,

*Unit VI: Working with Workbook and Worksheet: Workbook:* Creating Workbook, Opening and Exiting Workbook, Saving Copy, Closing Workbook. *Worksheet or Spreadsheet:*

Inserting Worksheet, Deleting Worksheet, Renaming Worksheet, Cell, Cell Range, Manipulating Cell Contents, *Reference*: Absolute Reference, Relative Reference, Mixed Reference, Create and use basic formulas and functions. Different statistical function, Hide or unhide worksheets, Hide or unhide columns and rows

*Unit VII: Graphs & Charts*: Pie chart, Series chart. Line and area chart, Column chart, Bar chart variation. Apply chart layout, Add label, Change the style of chart, financial data visualization using graph and charts. *Pivot Table*: Functions performed on Pivot Table, Creation of Pivot table, Pivot chart, Creation of Pivot chart, Pivot chart Vs table, and Pivot tool.

*Unit VIII: PowerPoint*: Introduction, Structure of the Presentation, Creating and opening presentation, closing presentation, saving presentation, Exporting presentation, sharing presentation. Inserting new slide, adding, copying and deleting slides, Customizing slides, Text in slides, Applying themes, Adding tables and charts in the presentation, Adding pictures, audio and video in the presentation, printing the presentation, play the presentation.

Harjeet Goyal  
Principal  
SMHS Govt. College  
Sahibzada Ajit Singh Nagar



**Office Automation (Lab) (Credits: 2)**

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 2**

**Pass Percentage: 40%**

The programs in lab will be based on the contents covered in the theory syllabus.

1. Create, open, save and close a document.
2. Typing, coping, moving and deleting a word document.
3. Cut and copy, paste and paste special, save and save as
4. Text formatting: font size, font style, font color, subscript, superscript, upper/lower case etc.
5. Text alignment and character spacing
6. Indention and line spacing
7. Border and shading
8. Bullets and numbering
9. Find and replace and data sorting in a word document
10. Protect the document
11. Add chart in a word document. Create different types of charts in word document.
12. Size, margin, orientation of the page, hyphenation, columns and line numbers in word document.
13. Page color, page border, themes and watermarks in word document.
14. Adding tables, headers/footers, pictures, page numbers, special symbols, text box in word document.
15. Showing ruler, gridlines, document map, thumbnails, inserting word art, drop cap, hyperlink, and equation in word document.
16. Arranging, splitting windows in MS word.
17. Mail merge in MS word.
18. Create and run macros in MS word.
19. Set the print properties in word document.
20. Create, open, save and close a workbook.
21. Create a new worksheet, renaming, and moving sheet.
22. Entering, copying, moving and deleting data in cells and worksheets.
23. Insert and delete cells, columns and rows in MS Excel.
24. Formatting of data in cells.
25. Text formatting (font size, font style, font color, cell border etc.)
26. Text alignment
27. Text orientation, text direction, text control
28. Find and replace data in a sheet
29. Perform data sorting and data filtering in MS Excel.
30. Protect your worksheet and workbook.
31. Enter and perform some basic formulas in MS Excel.



32. Perform some basic functions in MS Excel.
33. Create different types of charts in MS Excel.
34. Set a size, margin, orientation of page in MS Excel.
35. The print properties of a worksheet in MS Excel.
36. Hide and unhide row and column in MS Excel.
37. Set column width and row height in MS Excel.
38. Adding text box, header/footers, pictures and special symbols in worksheet.
39. Arranging, splitting and hiding windows in MS Excel. And also freezing panes.
40. Create and run macros in MS Excel.
41. Create five Power point slides. Each slide should support different format. In these slides explain areas of applications of IT. Make slide transition time as 10 seconds.
42. Create five Power Point slides to give advantages/disadvantages of computer, application of computers and logical structure of computer.
43. Create five Power Point slides detailing the process of internal assessment. It should be a self-running demo.

*Harjeet Goyal*

Principal  
SMHS Govt. College  
Sahibzada Ajit Singh Nagar

**E-Commerce & Social Media (Theory) (Credits: 4)**

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 4**

**Pass Percentage: 40%**

**Section A**

*Unit I: Introduction to E-Commerce:* Meaning and concept, Types of E-Commerce, Importance in the context of today's business, technical components, functions, advantages of e-commerce as compared with traditional system of commerce, disadvantages and scope of e-Commerce, difference between e-commerce and e-business, Internet and its relation to e-commerce. State of e-commerce in India, problems and opportunities of e-commerce in India.

*Unit II: Framework of E-Commerce:* B2B, B2C, C2C, and C2B. Supply Chain Management, product and service digitization; Planning Online-Business: Web sites as market place, E-commerce, pure online vs. brick and click business.

*Unit III: Operations of E Commerce: Electronic Payment Systems:* Special features required in payment systems for e-commerce, Types of e-payment system; cash and currency servers, e-cheques, credit cards, smart cards, electronic purses and debit cards, Digital Cash, Electronic Cheque, Smart Card, Credit/Debit Card E-Money, Bit Coins and Crypto currency, Electronic Fund Transfer (EFT), Unified Payment Interface (UPI), Immediate Payment System (IMPS), Digital Signature and Certification Authority. Risk management options for e-payment systems. E-Marketing: Concept, types of e-marketing, means of advertising [Banner, Pop-up, sponsored link, email], ebranding. E-Finance: Areas of e-financing: e-banking and e-trading; E-Accounting.

*Unit IV: Security and Legal Aspects of E-Commerce:* Threats in E-Commerce, Security of Clients and Service-Provider; Cyber Law - Information Technology Act 2000: An overview of major provisions.

**Section B**

*Unit V: Search Engine, E-mail, WWW, FTP, TELNET, IRC, Video conferencing, Skype, Zoom, Webex, Online shopping, Blog Basics:* Introduction of blogs, developing blogs, designing blogs, RSS Reader, Blog services: Traditional blog services & Microblogging services, Improving blog's readability, Copyright in blog, Pinterest, Snapchat.

*Unit VI: YouTube:* Introduction, Advertisements on YouTube, Searching videos on YouTube, Understanding and adjusting privacy settings, Parental controls and restricted mode, Creating your own YouTube channel, Uploading your own videos, Earning money through YouTube. *Whatsapp:* Introduction, Creating Whatsapp account, Text messages, Voice calls, Deleting a Whatsapp account.

*Harjeet Arora*

Principal

SMHS Govt. College

Sahibzada Ajit Singh Nagar



*Unit VII:* Creating a Facebook account, Need of Facebook privacy, Understanding and adjusting privacy settings, Timeline and tagging settings, Blocking unwanted communication, Sharing on Facebook, Social plug-ins, Chat and Messages, Unfollow and unfriend, Facebook groups, Creating Facebook page, Forget password and recovering account information, Deactivating Facebook account, Deleting Facebook account. *Instagram:* Creating an Instagram account, Navigating Instagram, Sharing photos on Instagram, Sharing videos on Instagram, Searching and following on Instagram, Understanding and adjusting privacy settings, Deleting Instagram account

*Unit VIII: LinkedIn:* Introduction, Why LinkedIn, Creating a LinkedIn account, Navigating LinkedIn, Creating LinkedIn profile, Tips for an effective profile, Adding connections on LinkedIn, Searching for jobs on LinkedIn, Understanding and adjusting privacy settings, Deleting LinkedIn account. *Twitter:* Introduction, Creating a twitter account, Steps to tweet, What is hashtag?, Following and connecting on twitter, Customizing twitter account, Understanding and adjusting privacy settings. Deleting twitter account.

**E-Commerce & Social Media (Lab) (Credits: 2)**

**Total Marks: 100**  
**External Marks: 70**  
**Internal Marks: 30**  
**Credits: 2**  
**Pass Percentage: 40%**

The programs in lab will be based on the contents covered in the theory syllabus.

*Harjeet Gajral*  
Principal  
SMHS Govt. College  
Sahibzada Ajit Singh Nagar



# Certificate course in IT enable services

S.NO.	Regd. NO	Roll NO	Name	Office Rating	Final of IT	E. Comm + Social Media	E. Comm + Social Media lab	Office Automation lab	Total Credits	Total Grade Point	CGPA
				4	6	4	2	2	18		
1	PBOV-2022B-127-0023	2230293	Priyanka	B	A	B+	A+	A+	18	136	7.56
2	PBOV-2022B-127-0024	2230294	Chelon Prady Singh	B	A	B+	A+	A+	18	136	7.56
3	PBOV-2022B-127-0025	2230295	Shaldeep Singh	A	A+	B+	O	O	18	134	7.44
4	PBOV-2022B-127-0026	2230296	Ajay Kumar	A	A	B+	A+	A+	18	140	7.78
5	PBOV-2022B-127-0027	2230306	Gagandeep Singh	B+	B+	B	A+	A+	18	130	7.22
6	PBOV-2022B-127-0028	2230307	Shagunpreet Kaur	B	A	B	A+	O	18	131	7.28
7	PBOV-2022B-127-0029	2230366	Rajwinder Kaur	A	A+	B+	O	O	18	134	7.44
8	PBOV-2022B-127-0030	2230369	Sakshi Rathour	B+	A+	B+	O	O	18	130	7.22
9	PBOV-2022B-127-0031	2230373	Naveen Singh	A	A	B+	A+	A+	18	144	8.00
10	PBOV-2022B-127-0032	2230305	Rohit Langer	B+	B+	B+	A+	A+	18	139	7.72

Harjeet Arjhal

Principal  
SMHS Govt. College  
Sahibzada Ajit Singh Nagar



## **Certificate Programme in IT Enabled Services**

### **Objective of the Course:**

To provide practical training of office automation tools, Internet and internet tools.

The

course also helps the candidates to get acquainted with IT and ITeS.

### **Learning Outcomes:**

After completion of this course the students would be able to work in office, handle documents, spreadsheets, make presentations and communicate through internet.

*Harjeet Arjyal*

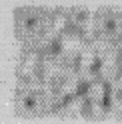
Principal

SMHS Govt. College

Sahibzada Ajit Singh Nagar



Serial No. 0156175



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ  
(2019 ਦੇ ਪੰਜਾਬ ਐਕਟ ਨੰ. 19 ਅਧੀਨ ਸਥਾਪਿਤ)

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY PATIALA

ਨਤੀਜਾ ਅਤੇ ਅੰਕ - ਸਿੱਖਿਤਾ - ਸਾਹਿਤ

### RESULT CUM DETAILED MARKS CARD

(Statement of Marks cum-Certificate)

Regd No : 0544-3418-475-2023

Regd No : 2246391



Examination : May-2023

Name : Priyanka

DOB : 06-08-2005

Admission No : 023410013411

Programme : Computer Science & Information Technology

Father's Name (Mr.) : Shantanu Lal

Mother's Name (Mrs.) : Shweta Devi

Name of LSC : Govt. College, Mohali

LSC ID :

Cycle :

Passing Grade :

July 2023

S.No.	Course Code	Course Name	Credits	Grade
1	NSK-17-001	Office Automation	3	B
2	NSK-17-001	Foundations of IT	3	A
3	NSK-17-001	Computer & Social Media	4	B
4	NSK-17-001	3-D animation & Social Media Edit	4	A
5	NSK-17-001	Office Automation Lab	2	A

(Percentage = CGPA x 100)

RESULT : PASS

Total Credits	Total Grade Points
18	156
Cumulative Grade Points Average (CGPA) : 7.56 (10 Point scale)	

Place : PATIALA

Date : 13-6-2023

Given under the seal of the University

Registrar

Controller of Examinations

Head of Department

Principal

#### GRADING CRITERION:

Marks	≥90 & ≤100	≥80 & <90	≥70 & <80	≥60 & <70	≥50 & <60	≥40 & <50	≥30 & <40	≥0
Grade	A+	A	B+	B	C	D	E	F
Grade Point	10	9	8	7	6	5	4	3

*Harjeet Gargal*  
Principal  
S.P.S Govt. College  
Sahibzada Ajit Singh Nagar