

# **DEBRA THANA SAHID KSHUDIRAM SMRITI MAHAVIDYALAYA**

Gangaram Chak, Chak Shyampur, Debra, West Bengal



*PROPOSED SYLLABUS (DRAFT) OF*

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## **COMMON COURSES UNDER CCFUP, 2023 FOR SEMESTER-I & II**

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**FOR ALL UNDERGRADUATE PROGRAMMES**  
*(w.e.f. Academic Year 2024-2025)*

*Based on*

**Curriculum & Credit Framework for Undergraduate  
Programmes (CCFUP), 2023 & NEP, 2020**

Course Type	Course Code	Course Title	Credit	L-T-P	Marks		
					CA	ESE	TOTAL
<b>SEMESTER-I</b>							
<b>MDC</b>	<b>MDC01</b>	Basics of information technology (IT)	<b>3</b>	<b>3-0-0</b>	<b>10</b>	<b>40</b>	<b>50</b>
<b>SEMESTER-II</b>							
<b>MDC</b>	<b>MDC02</b>	Digital Technologies	<b>3</b>	<b>3-0-0</b>	<b>10</b>	<b>40</b>	<b>50</b>

# Semester 1

**MDC-01T: Indian Constitutions**

**Credits 03 (Full Marks-50)**

## **Course contents:**

**Unit – I:** Historical Background – Constituent Assembly of India – Philosophical Foundations of The Indian Constitution – Preamble – Fundamental Rights – Directive Principles of State Policy – Fundamental Duties – Citizenship – Constitutional Remedies for Citizens.

**Unit – II:** Parliament – Lok Sabha – Composition and Powers - Rajya Sabha – State Legislature

**Unit – III:** Union Government – Structures of the Union Government and Functions – President – Vice President – Prime Minister – Cabinet – State Government – Structure and Functions – Governor – Chief Minister – Cabinet –Subordinate Courts.

**Unit – IV:** Composition and Powers - Supreme Court of India – Judicial System in States – High Courts and other- Judicial Review

## **Suggested Readings:**

1. Durga Das Basu, “Introduction to the Constitution of India “, Prentice Hall of India, New Delhi.
2. R.C. Agarwal, (1997) “Indian Political System”, S. Chand and Company, New Delhi.
3. Sharma, Brij Kishore, “Introduction to the Constitution of India”, Prentice Hall of India, New Delhi
4. ভারতীয় সংবিধান (বাংলা সংস্করণ), <https://upload.wikimedia.org/wikipedia/commons>
4. অমল কুমার মুখোপাধ্যায়: ভারতীয় সংবিধানের সহজপাঠ, প্রোগ্রেসিভ পাবলিশার্স, ৩৭এ, কলেজ স্ট্রিট, কলিকাতা: ৭০০০৭৩
5. সুভাষ সি কাশ্যপ – আমাদের সংবিধান (অনুবাদ পর্থাৎ সরকার), ন্যাশনাল বুক ট্রাস্ট।

**MDC-01T: Social Value and Ethics**

**Credits 03 (Full Marks-50)**

## **Course contents:**

### **Unit-I: Philosophy of Life and Individual Qualities**

Human Life on Earth - Purpose of Life, Meaning and Philosophy of Life. The Law of Nature – Protecting Nature /Universe. Basic Culture - Thought Analysis - Regulating desire - Guarding against anger - To get

rid of Anxiety – The Rewards of Blessing - Benevolence of Friendship - Love and Charity - Self – tranquility/Peace.

## **Unit-II: Social Values (Individual and Social Welfare)**

Family - Peace in Family, Society, The Law of Life Brotherhood - The Pride of Womanhood – Five responsibilities/duties of Man: - a) to himself, b) to his family, c) to his environment, d) to his society, e) to the Universe in his lives, Thriftiness (Thrift)/Economics. Health - Education - Governance - People's Responsibility/duties of the community, World peace.

## **Unit-III: Mind Culture & Tending Personal Health**

Mind Culture - Life and Mind - Bio - magnetism, Universal Magnetism (God –Realization and Self Realization) - Genetic Centre – Thought Action – Short term Memory – Expansiveness – Thought – Waves, Channelizing the Mind, Stages - Meditation, Spiritual Value. Structure of the body - the three forces of the body- life body relation, natural causes and unnatural causes for diseases, Methods in Curing diseases.

### **Suggested Readings:**

1. Value Education for Health, Happiness and Harmony, The World Community Service, Centre Vethathiri Publications (Unit 1 – III).
2. Thirukkural with English Translation of Rev. Dr. G.U. Pope, Uma Publication, 156, Serfoji Nagar, Medical College Road, Thanjavur 613 004 (for Units I - III).
3. R S Nagaarazan, Textbook on Professional Ethics And Human Values, New Age International Publishers, 2006 (for Units IV-V).
4. Bharatiya Dharmaneeeti Edited by Amita Chatterjee, published by Jadavpur University; Dvitiya samskarana edition (2013)

## **MDC-01T: Sports and fitness (IT)**

**Credits 03 (Full Marks-50)**

### **Course contents:**

#### **Unit -1: Introduction of Sports**

1. Concept of Play, Games, and Sports.
2. Importance of Play, Games, and Sports.
3. Fundamental movements of Sports around joints of the Human Body.
4. Warming up and Limbering down:
  - a. General warm-up — Meaning, Importance, and Benefits
  - b. Specific warm-up Meaning, Importance and Benefits

#### **Unit-2: Health and Performance-Related Physical Fitness**

1. Meaning and Definition of Fitness and Physical Fitness
2. Components and types of Physical Fitness
3. Importance of Physical Fitness in present society
4. Assessment of Physical Fitness

## MDC -01P Sports and Fitness (Practical)

Marks -20

1. **Calisthenics:** 16 Count Calisthenics exercises without/with lightweight apparatus (*At least 6 sets of exercises*)  
Marks - 6
2. **Marching:** Command, Stand at Ease, Stand Easy, Attention, Turning: Right Turn, Left Turn, About Turn, Half Right Turn, Half Left Turn. Fall-in a Single Line, Fall-in Three Ranks. By the Right number, Mark Time, Forward March/Quick March, Right Turn at the March, Left Turn at the March, About Turn at the March, Saluting to the Front, Salute to the Right. Eye Right & Eye Front, Fall Out, Dismiss  
Marks -8
3. **Aerobics:** *At least 4 exercises*  
Marks -6

### Suggested Readings:

- a. Saha, A. K. Sarir Siksher Ritiniti, Rana Publishing House, Kalyani.
- b. Bandopadhyay, K. Sarir Siksha Parichay, Classic Publishers, Kolkata.

## MDC-01T: Basics of information technology (IT)

Credits 03 (Full Marks-50)

### Course contents:

#### Unit-I: Introduction to Computers

Introduction, Definition, Characteristics of computer, Evolution of Computer, Block Diagram Of a computer, Generations of Computer, Classification Of Computers, Applications of Computer, Capabilities and limitations of computer.

#### Unit-II: Basic Computer Organization:

Role of I/O devices in a computer system. Input Units: Keyboard, Terminals and its types. Pointing Devices, Scanners and its types, Voice Recognition Systems, Vision Input System, Touch Screen, Output Units: Monitors and its types. Printers: Impact Printers and its types. Non Impact Printers and its types, Plotters, types of plotters, Sound cards, Speakers.

#### Unit-III: Software:

Software and its needs, Types of S/W. System Software: Operating System, Utility Programs Programming Language: Machine Language, Assembly Language, High Level Language their advantages & disadvantages. Application S/W and its types: Word Processing, Spread Sheets Presentation, Graphics, DBMS s/w.

#### Unit-IV: Operating System:

Functions, Measuring System Performance, Assemblers, Compilers and Interpreters. Batch Processing, Multiprogramming, Multi-Tasking, Multiprocessing, Time Sharing, DOS, Windows, Unix/Linux.

### **Unit-V: Data Communication:**

Communication Process, Data Transmission speed, Communication Types (modes), Data Transmission Medias, Modem and its working, characteristics, Types of Networks, LAN Topologies, Computer Protocols, Concepts relating to networking.

### **Unit-VI: Business Data Processing:**

Introduction, data storage hierarchy, Method of organizing data, File Types, File Organization, File Utilities.

### **Suggested Readings:**

1. A. Goel, Computer Fundamentals, Pearson Education, 2010.
2. P. Aksoy, L. DeNardis, Introduction to Information Technology, Cengage Learning, 2006.
3. P. K.Sinha, P. Sinha, Fundamentals of Computers, BPB Publishers, 2007.

## **Semester 2**

### **MDC-02T: Nation, Culture & India**

**Credits 03 (Full Marks-50)**

#### **Course contents:**

#### **Unit-I: Introducing India**

1. The Land of India: Geographical Setting; Physical and Natural Environment. The Names of our Country – Past and present: Jambudvipa, Sindhu (Indus), Inde, Hind, Hindustan, India, Bharat.
2. The Peopling of India from Pre-historic time with special reference to Indo-Aryans speaking people, the Persians, the Arabsetc., and their contribution to the making of Indian History and Culture. Nation and Nation-building in India.
3. Historical Background of India: Historical Background of India through the ages – Brief outline of Prehistoric, Protohistory, Iron Age and Mahajanapada. Brief history India's Freedom Struggle with special reference to growth of Nationalism, Moderate and Extremist movements, Gandhian Movements.

#### **Unit-II: Indian Literature, Culture, Tradition, and Practices:**

1. Evolution of script and languages in India: Harappan Script, Brahmi Script and Devanagari Script. Sanskrit. Pali and Prakrit languages.
2. The Vedas – Vedic Culture and Society. Epics - the Ramayana and the Mahabharata, Puranas, Buddhist and Jain Literature. Outline of Sanskrit Literature, Telugu Literature, Kannada Literature, Malayalam Literature, Sangama Literature, Literature, Persian and Urdu, Hindi Literature.

3. Plural cultural traditions of India. Outline of religions in India – Hinduism, Buddhism, Jainism, Islam, Christian, Persian, Tribal.

### **Unit-III: Cultural Heritage and Performing Arts:**

1. Indian Art and Architecture in Ancient time, Dance, Music, Theatre, Drama, Painting, Martial Arts Traditions, Fairs and Festivals, Indian Cinema, Folk and Tribal arts.
2. Indian Women in art, literature, freedom struggle.
3. Indian's Cultural Contribution to the World. Indian Medical Systems. History of Railways, Postal system, Currency and Banking System.

### **Suggested Readings:**

1. L. Basham, A Cultural History of India, Oxford University Press, 1997.
2. L. Basham, A Wonder that was India, Rupa, New Delhi, 1994.
3. N. R. Ray, An Approach to Indian Art, Publication Bureau, Chandigarh, 1974.
4. Kanjiv Lochan: Medicines of Early India, Delhi.
5. Hitendra Patel: Adhunik Bharat ka Aitihāsik Yatharth.
6. Nayanjot Lahiri, Marshaling the Past: Ancient India and its Modern Histories, Permanent Black, 2012.
7. R.C. Majumdar (ed.), History and Culture of Indian People (Relevant Volumes and Chapters),
8. Bhartiya Vidya Bhawan, Bombay.
9. S. C. Ghosh, History of Education in Modern India, 1758-1986, Orient Longman, Hyderabad, 1995
10. Tirthankar Ray, The Economic History of India 1857-1947, OUP, 2006.
11. Vijay Joshi and I.M.D. Little, India's Economic Reforms, 1991-2001, OUP, 1996.

### **MDC-02T: Gender Studies**

**Credits 03 (Full Marks-50)**

### **Course contents:**

1. **Gender as a Social Construct**
  - 1.1. Gender, Sex, and Sexuality
  - 1.2. Masculinity and Femininity
2. **Gender Discrimination and Stereotype:**
  - 2.1. Family
  - 2.2. Workspace
3. **Power and Resistance:**
  - 3.1. Women's Movement in India
4. **Gender and Intersectionality:**
  - 4.1. Caste, Class, Race, Sexuality
  - 4.2. Religion
  - 4.3. Ability and Disability
5. **Gender-Based Violence**
  - 5.1. Sexual Harassments
  - 5.2. Domestic Violence
  - 5.3. Rape
  - 5.4. Cyber Crime

## Suggested Readings:

1. Ahuja, Ram., 1989. "Crime Against Women", in Lalita Parihar (ed.) *Journal of the Indian Law Institute*, Vol 31, No 1.
2. Ahuja, Ram., 2003. *Violence Against Women*. Delhi: Rawat Publications.
3. Banerjee, Supurna., & Ghosh, Nandini., 2018. *Caste and Gender in Contemporary India*, Taylor & Francis
4. Bhasin, Kamla., 1993. *What is Patriarchy?*,Kali for Women.
5. Geetha, V., 2006. *Gender*, Bhatkal & Sen.
6. Jackson, Stevi., & Scott, Sue., 2001, *Gender: A Sociological Reader*, London: Routledge.
7. Kandiyoti, Deniz., 1988, "Bargaining with Patriarchy." *Gender and Society*, vol. 2, no. 3.
8. Kumar, Radha., 1999, "From Chipko to sati: The Contemporary Indian Women's Movement", in Nivedita Menon (ed.) *Gender and Politics in India*, New Delhi: Oxford University Press.
9. Menon, Nivedita., 2012. *Seeing like a Feminist*, India: Penguin Zubaan.
10. Murthy, Laxmi., & Dasgupta, Rajashri., 2013. *Our Pictures, Our Words – A Visual Journey Through the Women's Movement*, New Delhi: Zubaan Books.
11. Ortner, Sherry. 1974, "Is Female To Male As Nature Is To Culture?," in Michelle Zimbalist Rosaldo and Louise Lamphere (ed.) *Women, Culture and Society*. Stanford: Stanford University Press.
12. Rubin, Gayle. 2006. "Thinking Sex: Notes for a Radical Theory of Politics of Sexuality", in Peter Aggleton and Richard Parker (ed.) *Culture, Society and Sexuality*. London: Routledge.
13. Ryle, Robyn. 2011. *Questioning Gender: A Sociological Exploration*. Thousand Oaks, CA: Pine Forge Press.
14. Tharu, Susie. & Niranjana, Tejaswini., 1994, "Problems for a Contemporary Theory of Gender." *Social Scientist*, vol. 22, no. 3/4.
15. West, Candace., & Fenstermaker, Sarah., (ed.), 2002. *Doing Gender, Doing Difference: Inequality, Power and Institutional Change*, London: Routledge.
16. Wies, Jennifer R., & Haldane, Hillary J., (ed.), 2011, *Anthropology at the Front Lines of Gender-Based Violence*. Vanderbilt University Press.

**MDC-02T: Community Nutrition and Public Health**

**Credits 03 (Full Marks-50)**

## Course contents:

### Unit-I: Population, society, Community, and Community Health:

Definition and brief study of community, family, village and block. Definition, dimension and determinant of health, positive health, health situation in India. Population, society, community and community health concepts. Nutrition - Introduction. Relationship between health and nutrition. Food as source of nutrients, functions of food, definition of nutrition, nutrients & energy. Adequate, optimum & good nutrition. Malnutrition and under nutrition, over nutrition. Human nutrition-principle, interrelationship between nutrition, health & diseases. Visible symptoms of good health. Nutrition -fitness, athletics & sports.National nutritional policy - Aim, objectives, guidelines and thrust areas. PDS -Public distribution system.Meaning, nature and importance of nutrition education to the community, Training of workers in nutrition education programme.

### Unit-II: Food and Diet:

Balanced diet. Diet Survey – Principles. Composition and nutritional value of common Indian food stuff - rice, wheat, pulses, egg, meat, fish and milk. Dietary fibres - role of fibers in human nutrition. Calorie requirement. Vitamins and minerals. Malnutrition and under nutrition.

Principles of formulation of balanced diets for growing child, adult man and woman, pregnant and



lactating woman. Diet management of obese, diabetic, hypertensive person and athlete. Basic idea on PCM, marasmus, kwashiorkor and their prevention. Iron and iodine deficiency. Recommended dietary allowances, malnutrition and chronic energy, LBW, PEM, xerophthalmia, micronutrient disorders. Physiology of starvation and obesity. Food toxicity. Effect of processing on nutritive values of foods.

### **Unit-III: Epidemiology:**

Epidemiology: Principle of Epidemiology and Epidemiological methods: Terms used in describing disease transmission and control. Morbidity and mortality indicators. Measurements of epidemiological indicators, Epidemiology study designs. Concepts. Public health and public health issues: Basic ideas. Etiology, epidemiology, and prevention of malaria, dengue, filaria, hepatitis, AIDS, nutritional anemia, and atherosclerotic disorders. Causes and management of thalassemia, gout, obesity, endemic goiter, dental carries.

### **Unit-IV: Nutrition Intervention Programmes:**

Objectives, and operation of feeding programmes. ICDS, MDM, TINP, NNMS, IRDP, DWACRA. National organizations and their role in nutrition programmes - ICMR, NIN, NNMB, ICAR, CFTRI, NIPCCD.

International organizations - FAO, WHO, UNICEF, UNESCO, World Bank.

### **Unit-IV: Experiments approach:**

1. Survey on the status of dietary intake in the surrounding area through visits, etc.
2. Diet survey report of a family (as per ICMR specification). Each student has to submit a report on his/her own family. [Report should be as per ICMR specification. Report should be hand written.
3. A report (hand-written) on the basis of field survey from one of the followings:
  - (a) Physiological parameters of human (at least three parameters).
  - (b) Anthropometric measurements on human (at least three parameters).
4. Epidemiological data collection, epidemiologic methods and field survey for any outbreak or incidence of diseases. Observational (descriptive and analytical) and experimental studies.
5. Epidemiological approach and measurements - vital statistics (rates, ratios and proportions), measurements of health indicators.

### **Suggested Readings:**

1. Essential Food and Nutrition. by M. Swaminathan. The Bangalore Printing & Publishing Co. Ltd.
2. Text Book of Preventive and Social Medicine, M.C. Gupta and B. K. Mahajan, Jaypee Brothers
3. Fundamentals of Biostatistics by V. B. Rastogi, Ane Books
4. Park's Text Book of Preventive and Social Medicine by K. Park, Banarsidas Bhanot Publishers.
5. Introduction to Clinical Nutrition by V. Sardesai, CRC Press.
6. Food Microbiology by W.C Frazier and D.C. Westhoff. Tata McGraw Hill Publisher.
7. Basics of Epidemiology - Concepts made simple by Dr. Anil Mishra, Notion Press; 1st edition

8. Epidemiological Studies: A Practical Guide: Alan J. Silman, Gary J. Macfarlane, Tatiana Macfarlane. 3rd Edition. Oxford Academic Publication, Oxford University Press.
9. Modern Epidemiology by Timothy L. Lash, Wolters India Pvt Ltd.
10. Epidemiology Concepts and Methods, by Oleckno W. A.CBS Publishers & Distributors
11. Basic Epidemiology by R Beaglehole, Aitbs Publishers

### **MDC-02T: Physical and Cultural Geography of Bengal**

**Credits 03 (Full Marks-50)**

#### **Course contents:**

1. Location and physical characteristics: - Geographical Location, physiographic division rivers, soil, and natural hazard.
2. Biotic Environment, natural vegetation, and wildlife.
3. Demographic characteristics, population distribution and change; Migration.
4. Economic Activities: Agriculture and fishing, Mining, Industrial development, information technology, port and major cities. Major cities,
5. Heritage and cultural diversity, ethnic community, tourist places and Ecotourism .

#### **Suggested Readings:**

- Dhara, M.K., Basu, S.K., Bandyopadhyay, R.K., Roy, B., Pal, A.K. (Eds.) 1999. Geology and Mineral Resources of the States of India, Part-1: West Bengal. Geological Survey of India Miscellaneous Publication.
- Ghurey, G.S. 1963. The Scheduled Tribes of India, 1980 reprint, Transaction Books.
- Johnson, B.L.C. (Ed) 2001. Geographical Dictionary of India, Vision Books.
- Khullar, D.R. 2011. India: A Comprehensive Geography, Kalyani Publishers
- Mandal, H., Mukherjee, S., Datta, A. 2002. India: An Illustrated Atlas of Tribal World, Anthropological Survey of India.
- Pathak, C.R. 2003. Spatial Structure and Processes of Development in India, Regional Science Association Kolkata.
- Rudra, K 2018. Rivers of the Ganga-Brahmaputra-Meghna Delta: A Fluvial Account of Bengal, Springer Nature
- Bose S.C 1968. Geography of West Bengal, National Book Trust, India, New Delhi,
- Sharma, T.C. 2012. Economic Geography of India, Rawat Publications.
- Singh, R.L. 1971. India: A Regional Geography, National Geographical Society of India.
- Spate, O.H.K., Learmonth, A.T.A. 1967. India and Pakistan: A General and Regional Geography, Methuen.

### **MDC-02T: Digital Technologies**

**Credits 03 (Full Marks-50)**

#### **Course contents:**

**Unit-I:** Introduction and Evolution of Digital systems, Role and significance of Digital Technology, Information & communication technology & tools, Computer system & its working, Software and its

types, Operating Systems: types and functions.

Communication systems: Principles, model & transmission media, Computer networks, Internet: concept and applications, WWW, Web Browsers, search engines, Messaging, e-mail, social networking.

**Unit- II:** Computer Based Information system: significance and types, e-Commerce & digital marketing: basic concepts, benefits & challenges.

Digital India & e-Governance: Initiatives, Infrastructure, Services and Empowerment.

Digital financial tools: Unified Payment Interface, Aadhaar enabled payment System, USSD, Credit/Debit

Cards, e-Wallets, Internet banking, NEFT/RTGS and IMPS, Online Bill Payments and PoS, Cyber Security: Threats, Significance, Challenges, Precautions, safety Measures & Tools,

**Unit- III:** Emerging Technologies & their applications: Overview of Cloud Computing, Big Data, Internet of things, Virtual reality, Block chain, robotics, Artificial intelligence, 3D Printing, Future of digital technologies.

### **Suggested Readings:**

1. Fundamentals of Computers by E Nalagurusamy, ata mcgraw Hill.
2. Data Commination and Networking by Behrouz A. Forouzan, Mcgraw Hill Educaition.
3. Emerging Technologies in Computing: Theory, Practice, and Advances, by P.Kumar, A omar, and R.Sharmila, 1<sup>st</sup> Edition, 2021.
4. Essentials of cloud computingby K. Chandrasekharan, CrC press, 2014.
5. Blockchanin: Blueprint for a new economy by M. Swan, O'Reilly Media, 2015
6. Introduction to Computers by Peter Norton, Tata McGraw Hill.

## **MDC-02T: Microsoft Office Essentials**

**Credits 03 (Full Marks-50)**

### **Course Description:**

This course is designed to provide students with a comprehensive understanding of Microsoft Office applications including Word, Excel, and PowerPoint. Students will learn essential skills to create professional documents, manage data effectively, and deliver impactful presentations using these software tools.

### **Course Objectives:**

- Develop proficiency in Microsoft Word for creating, formatting, and editing documents.
- Gain proficiency in Microsoft Excel for data management, analysis, and visualization.
- Master Microsoft PowerPoint for creating dynamic and engaging presentations.

- Enhance productivity and efficiency through advanced features and techniques in all three applications.
- Apply learned skills to real-world scenarios and projects.

## Course Outline:

### Unit – I

**Microsoft Word Essentials:** Introduction to Microsoft Word, Document creation and formatting, working with text, fonts, and styles, Page layout and design, Managing references and citations, Collaboration, and review tools

**Advanced Microsoft Word:** Tables, graphs, and charts, Mail merge and templates, Document security and protection, Macros and automation, Advanced formatting techniques, Integration with other Office applications

### Unit – II

**Microsoft Excel Fundamentals:** Introduction to Microsoft Excel, Data entry, editing, and formatting, Formulas, functions, and calculations, Data analysis tools, Charts and graphs, Data validation and protection

**Advanced Microsoft Excel:** Pivot tables and pivot charts, Advanced functions and formulas, Data visualization techniques, Macros and automation, Data importing and exporting, Collaboration and sharing features

### Unit – III

**Microsoft PowerPoint Basics:** Introduction to Microsoft PowerPoint, Creating and formatting slides, Adding text, images, and multimedia, Slide transitions and animations, Design themes and templates, Master slides and layouts

**Advanced Microsoft PowerPoint:** Customizing presentations with shapes and SmartArt, Incorporating charts and graphs, Interactive features and hyperlinks, Speaker notes and rehearsal tools, Collaboration and sharing options, Presentation delivery tips and best practices

### Unit – IV

**Project Work and Review:** Integration of Word, Excel, and PowerPoint, Real-world projects and case studies, Peer review and feedback sessions, Final project preparation, Course review and exam, preparation

### Suggested Readings:

1. Microsoft Word 2019 Step by Step by Joan Lambert and Curtis Frye - Publisher: Microsoft Press
2. Word 2019 For Dummies by Dan Gookin - Publisher: For Dummies
3. Teach Yourself VISUALLY Word 2019 by Elaine Marmel - Publisher: Visual
4. Microsoft Excel 2019 Step by Step by Curtis Frye - Publisher: Microsoft Press
5. Excel 2019 For Dummies by Greg Harvey - Publisher: For Dummies
6. Teach Yourself VISUALLY Excel 2019 by Paul McFedries - Publisher: Visual
7. Microsoft PowerPoint 2019 Step by Step by Joan Lambert and Joyce Cox - Publisher: Microsoft Press
8. PowerPoint 2019 For Dummies by Doug Lowe - Publisher: For Dummies
9. Teach Yourself VISUALLY PowerPoint 2019 by Barbara Boyd - Publisher: Visual