

NATIONAL UNIVERSITY BANGLADESH



Syllabus For BA Honours in Music (Tabla)

Effective from the Session: 2024-2025

NATIONAL UNIVERSITY
Syllabus for Four Year B.A. Honours in Music (Tabla) Course
Subject: Music (Tabla)
Session: 2024-2025

First Year

Course Code	Course Title	Credits
214501	বাংলা সংগীতের ইতিহাস ও ক্রমবিকাশ (বাংলা গানের হাজার বছর অষ্টম- উনবিংশ শতাব্দী) (সম্মিলিত তত্ত্বীয়) History of Bengali Music and Its Evolution, (Thousand Years of Bengali Music 8 th –19 th century). Combined Theoretical	4
214503	রবীন্দ্রনাথ ঠাকুর, কাজী নজরুল ইসলামের বাল্যজীবনে সংগীতের প্রভাব ও পরিবেশ, লোকসংগীতের বৈশিষ্ট্য ও বিষয় বৈচিত্র্য, ভারতীয় সংগীতের উৎপত্তি ও ক্রমবিকাশ, তালের উৎপত্তি ও ক্রমবিকাশ (সম্মিলিত তত্ত্বীয়) The Influence and Environment of Music in the Childhood of Rabindranath Tagore and Kazi Nazrul Islam, the Characteristics and Subject Diversity of Folk Music, Origin and Development of Indian Music and the Origin of Tala and Its Gradual Development. (Combined Theoretical)	4
214504	রবীন্দ্র, নজরুল ও লোকসংগীতের বিভিন্ন পর্যায়ের সহজ সুর ও সহজ তালে নিবদ্ধ গান ও তালের প্রাথমিক পাঠ (সম্মিলিত ব্যবহারিক) Different forms of Rabindranath, Nazrul and Folk Songs composed in easy Tune and Tala, Preliminary Study of Tala. (Combined Practical)	4
214506	সারগামগীত, তাল-ছন্দ, কণ্ঠসাধন পদ্ধতি, লক্ষ্মণগীত ও ঠাট (সম্মিলিত ব্যবহারিক) Sargamgeet, Tala and Rhythm, The System of Voice Training, Lakshmangeet and Thata. (Combined Practical)	4
212009	Introducing Sociology or Introduction to Social Work	4
212111	or Introduction to Political Science	
211909		
219901	History of Bangladesh; Language, Culture and Identity	4
219903	Information Communication and Technology	3
219904	Lab: Information Communication and Technology	1
	Total =	28

First year

Details Syllabus

Course Code:	Credits-4	Class Hour-60
214501	বাংলা সংগীতের ইতিহাস ও ক্রমবিকাশ (বাংলা গানের হাজার বছর অষ্টম-উনবিংশ শতাব্দী) (সম্মিলিত তত্ত্বীয়) History of Bengali Music and Its Evolution, (Thousand Years of Bengali Music 8 th –19 th century). Combined Theoretical	

Course Details:

(ক) বাংলা সংগীতের ইতিহাস ও ক্রমবিকাশ (বাংলা গানের হাজার বছর অষ্টম উনবিংশ শতাব্দী)

১. চর্যাপদ
২. গীতগোবিন্দ
৩. শ্রীকৃষ্ণকীর্তন
৪. বৈষ্ণব পদাবলী
৫. মঙ্গল কাব্য

(খ) সংগীতকারদের জীবনী

আমীর খসরু, তানসেন, নরোত্তম ঠাকুর,

স্বামী হরিদাস, রামপ্রসাদ সেন, রামনিধি গুপ্ত,

কালিমির্জা, কমলাকান্ত ভট্টাচার্য, দাশরথি রায়, শ্রীধর কথক, বিষ্ণু নারায়ণ ভাভখন্ডে, প্রসন্নকুমার সাহা বনিক গুপ্তাদ আহমেদজান খিরকুয়া, কেরামত উল্লাহ খাঁ।

List of Books

গোস্বামী, করুণাময় (১৯৯৩)। *বাংলা গানের বিবর্তন (১ম খণ্ড)*, ঢাকা: বাংলা একাডেমি।

চক্রবর্তী, মৃদুলকান্তি (১৯৯৩)। *বাংলা গানের ধারা*, ঢাকা: বাংলাদেশ শিল্পকলা একাডেমী।

মুখোপাধ্যায়, দিলীপকুমার (১৯৬০)। *ভারতের সংগীত গুণী*, ভারত: ডিজিটাল লাইব্রেরি।

মুখোপাধ্যায়, দিলীপকুমার (১৯৭৬)। *বাঙ্গালীর রাগ-সঙ্গীত চর্চা*, কলিকাতা: ফার্মা কেএলএম প্রাইভেট লিমিটেড।

Course Code:	Credits-4	Class Hour-60
214503	রবীন্দ্রনাথ ঠাকুর, কাজী নজরুল ইসলামের বাল্যজীবনে সংগীতের প্রভাব ও পরিবেশ, লোকসংগীতের বৈশিষ্ট্য ও বিষয় বৈচিত্র্য, শাস্ত্রীয় সংগীতের উৎপত্তি ও ক্রমবিকাশ, তালের উৎপত্তি ও ক্রমবিকাশ (সম্মিলিত তত্ত্বীয়) The Influence and Environment of Music in the Childhood of Rabindranath Tagore and Kazi Nazrul Islam, the Characteristics and Subject Diversity of Folk Music, Origin and Development of Indian Music and the Origin of Tala and Its Gradual Development. (Combined Theoretical)	

Course Details:

(ক) জোড়াসাঁকো ঠাকুরবাড়ীর সাংগীতিক পরিবেশ ও কবি রবীন্দ্রনাথের বাল্যজীবনে সংগীতের প্রভাব

১. জোড়াসাঁকো ঠাকুরবাড়ীর সাংগীতিক পরিবেশ
২. কবি রবীন্দ্রনাথের বাল্যজীবনে সংগীতের প্রভাব
৩. রবীন্দ্রনাথের সংগীত গুরুদের পরিচয়
৪. রবীন্দ্রনাথের সংগীত জীবনে অগ্রজদের ভূমিকা
৫. জীবন পরিচিতি : দেবেন্দ্রনাথ ঠাকুর, দ্বিজেন্দ্রনাথ ঠাকুর, জ্যোতিরিন্দ্রনাথ ঠাকুর, কাদম্বরী দেবী, ইন্দিরা দেবী চৌধুরাণী, সরলা দেবী, দীনেন্দ্র নাথ ঠাকুর
৬. ঠাকুরবাড়ীর বংশতালিকা

(খ) কবি কাজী নজরুল ইসলাম এর বাল্য ও সৈনিক জীবনে সংগীতের প্রভাব

১. শৈশবে কবি নজরুল
২. সৈনিক জীবনে কবি নজরুল
৩. লেটোগানের দলে কবি নজরুল

(গ) লোক সংগীতের সংজ্ঞা বৈশিষ্ট্য ও বিষয় বৈচিত্র্য

(ঘ) শাস্ত্রীয় সংগীতের উদ্ভব ও ক্রমবিকাশ

১. শাস্ত্রীয় সংগীত ও শাস্ত্রীয় সংগীতের অন্তর্ভুক্ত বিভিন্ন সংগীতিক পরিভাষা বা সাহিত্যিক উপাদান সমূহ সম্পর্কে আলোচনা (রাগের দশ লক্ষণ সহ)

২. শাস্ত্রীয় সঙ্গীতের উদ্ভব ও ক্রমবিকাশ :

- ক. প্রাক- বৈদিক বা সিন্ধু সভ্যতার যুগ (খ্রিষ্টপূর্ব ৩০০০- খ্রিষ্টপূর্ব ২০০০)
 খ. বৈদিক যুগ (খ্রিষ্টপূর্ব ২০০০- খ্রিষ্টপূর্ব ১০০০)
 গ. বৈদিকোত্তর বা পৌরনিক যুগ (খ্রিষ্টপূর্ব ১২০৬- খ্রিষ্টপূর্ব ১০০০)
 ঘ. মধ্যযুগ (১২০৭ খ্রিষ্টাব্দ ১৭৫৭ খ্রিষ্টাব্দ)
 ঙ. বর্তমান ও আধুনিক যুগ (১৭৫৭ খ্রিষ্টাব্দ থেকে বর্তমান)

(ঙ) স্বরলিপি পদ্ধতির উৎপত্তি ও ক্রমবিকাশ

১. দণ্ডমাত্রিক স্বরলিপি পদ্ধতি
২. কসিমাত্রিক স্বরলিপি পদ্ধতি
৩. রেখামাত্রিক স্বরলিপি পদ্ধতি
৪. সংখ্যামাত্রিক স্বরলিপি পদ্ধতি
৫. আকারমাত্রিক স্বরলিপি পদ্ধতি
৬. ভাতখন্ডে প্রবর্তিত স্বরলিপি
৭. বিষ্ণু দিগম্বর প্রবর্তিত স্বরলিপি
৮. Staff Notation

List of Books

গোস্বামী, করুণাময় (১৯৭৮)। *নজরুল গীতি প্রসঙ্গ*, ঢাকা: বাংলা একাডেমী।
 গুহঠাকুরতা প্রবীর (২০০৮)। *রবীন্দ্রসংগীত মহাকোষ (১ম খণ্ড)*, দে'জ পাবলিশিং, ভারত।
 ঘোষ, শান্তিদেব (১৩৮৬)। *রবীন্দ্র সঙ্গীত*, কলকাতা: বিশ্বভারতী।
 প্রজ্ঞানানন্দ, স্বামী (১৯৬৯)। *ভারতীয় সংগীতের ইতিহাস*। কলকাতা: শ্রীরামকৃষ্ণ বেদান্ত মঠ।
 মুখোপাধ্যায়, প্রভাতকুমার (১৯৩৩)। *রবি জীবনী (১ম খণ্ড)*, বিশ্ব ভারতী, ভারত।
 মুখোপাধ্যায়, অমল (২০১২)। *রবীন্দ্রসংগীত পরিক্রমা (৬ষ্ঠ সংস্করণ)*, করুণা প্রকাশনী, ভারত।
 রায়, রামপ্রসাদ (১৩৮৬)। *রবীন্দ্রসংগীত জিজ্ঞাসা, নমিতা প্রকাশনী, কলকাতা।*
 শাহীন, ইসরাফিল (২০০৭)। *পরিবেশনা শিল্পকলা*, ঢাকা: বাংলাদেশ এশিয়াটিক সোসাইটি।

Course Code:	Credits-4	Class Hour-60
214504	রবীন্দ্র, নজরুল ও লোকসংগীতের বিভিন্ন পর্যায়ের সহজ সুর ও সহজ তালে নিবদ্ধ গান ও তালের প্রাথমিক পাঠ (সম্মিলিত ব্যবহারিক) Different forms of Rabindranath, Nazrul and Folk Songs composed in easy Tune and Tala, Preliminary Study of Tala. (Combined Practical)	

তাল ও ছন্দের প্রাথমিক পাঠ সহ বিভিন্ন পর্বের ৫টি করে মোট ১৫ টি গান

- (ক) লয়জ্ঞান : প্রত্যেক মাত্রায় তালি দিয়ে সংখ্যা উল্লেখ করে লয় প্রদর্শন। তালি দিয়ে মুখে বিলম্বিতলয়, মধ্যলয়, দ্রুতলয়, দুগুন, চৌগুন এবং বিভিন্ন সরল মাত্রা বিভাগকে দেখাইবার অভ্যাস
 (খ) প্রচলিত তালগুলোর মূল ঠেকা ও ঠেকার প্রকার হাতে তালি দিয়ে মুখে বলা ও তবলাতে বাজানোর অভ্যাস। (ত্রিতাল, বাঁপতাল, একতাল, দাদরা কাহরবা)
 (গ) ত্রিতালে ছোট ছোট কিছু বন্দিশ। ত্রিতালের সরল কায়দা ২টি পাল্টা সহ তেহাই। ২ টি মুখড়া বা মহড়া। ২ টি সহজ টুকড়া
 (ঘ) লোকসংগীত (৫টি করে বিভিন্ন পর্যায়ের গান)
 (ঙ) নজরুল সংগীত (৫টি করে বিভিন্ন পর্যায়ের গান)
 (চ) রবীন্দ্র সংগীত (৫টি করে বিভিন্ন পর্যায়ের গান)

Course Code:	Credits-4	Class Hour-60
214506	সারগামগীত, তাল-ছন্দ, কণ্ঠসাধন পদ্ধতি, লক্ষণগীত ও ঠাট (সম্মিলিত ব্যবহারিক) Sargamgeet, Tala and Rhythm, The System of Voice Training, Lakshmangeet and Thata. (Combined Practical)	

Course Details:

(ক) সারগামগীত, তাল ছন্দ, কণ্ঠসাধন পদ্ধতি, দশটি ঠাটের ধারণা, লক্ষণগীত (বিলাবল, ইমন, ভৈরব), ২০টি সারগামগীত (তিনটি রাগের)

Paper Code	212009		Credits : 4	Class Hours : 60
Paper Title	Introducing Sociology			Exam Duration : 4 Hours

Course objectives:

The course is designed to provide foundational knowledge of sociology as a social science. It will explain key concept, principles and perspectives in sociology. It will highlight various structural issues like major social institutions, social classes, inequality, population and urbanization. Besides this, the course helps the students to develop sociological thinking to understand society and human behavior.

Course Learning Outcome (CLO)

After going through the course, students will be able to learn the following outcomes

CLO1	Students will be demonstrating knowledge about preliminary ideas of sociology.
CLO2	They will be informed about the contributions of sociologists.
CLO3	They will apply several procedures of scientific social research.
CLO4	They will explain various terms of culture and cultural diversity in society.
CLO5	Students will get knowledge about different types and evolution of society.
CLO6	Students will know both about social institutions and various factors which contribute to social stratification and mobility within society.
CLO7	They will recognize different social problems of Bangladesh.
CLO8	They will be able to analyse the influences of social forces on individual behaviour and social change which happens globally.

Mapping of CLOs with PLOs

	PLO1	PLO2	PLO3	PLO4	PL05	PLO6	PLO7	PL0-8	PLO9	PLO10
CLO1	•									
CLO2	•									
CLO3					•					
CLO4	•									•
CLO5	•	•								
CLO6	•									
CLO7				•					•	
CLO8	•		•				•			

COURSE CONTENTS

Chapter	Topic	Teaching-Strategies	Learning	CLOs
1.	Definition, Scope and Development of Sociology: Definition of Sociology, Nature and scope of Sociology, Emergence of Sociology, Importance of Sociology as a science, Value freeness of sociology, relation with other scientific subjects.	Lecture and Assignment		CLO-1
2.	Founding thinkers and major theoretical perspectives: Auguste Comte, Karl Marx, Herbert Spencer, Emile Durkheim, Max Weber, Functionalist, conflict and Interactionist perspectives.	Lecture, Assignment and Group discussion		CLO-2

3.	Major Methods and Techniques of Sociology: Social research, Qualitative and Quantitative techniques, Survey method, Comparative Method, historical method, Scientific method, Case study, FGD, Interviews, Observation, and Experiments. Ethics in social research.	Lecture, Fieldwork and Group presentation	CLO-3
4.	Culture, Society and Civilization: Meaning and characteristics of culture, elements of culture and cultural change, Cultural lag, civilization, culture and civilization, community, organization and group.	Lecture, Assignment and Group Discussion	CLO-4
5.	Evolution and different types of society: Hunting and food gathering society, Horticultural society, Agricultural Society, Industrial society, Primitive communism, Slavery, Feudal, Capital, Socialism, Different types of capitalism, Socialism and modern communism,	Lecture and Assignment	CLO-5
6.	Social Institutions: Marriage and family, education, religion, economy and state. Characteristics and functions of each institution. Changing nature of institutions in modern society.	Lecture and Assignment	CLO-6
7.	Social problems and Inequality: Nature of social problems, Population problem, poverty, unemployment, crime and deviance, corruption, drug addiction, over-urbanization. Social inequality and forms of stratification: caste, class race and gender. Theories of inequality and Social mobility.	Lecture and Assignment	CLO-7
8.	Social Interaction and Social Change: Social interaction and exchange, socialization, Causes of Social Change, theories of Social Change, technology and Social Change, globalization and its impact. Postmodern and postindustrial society.	Lecture and Assignment and Group Discussion	CLO-8

Books Recommended:

Giddens, A. (2009). *Sociology (6th ed.)*. Cambridge, UK: The Polity Press.

Goldthorpe, J. E., & Goldthorpe, J. E. (1985). *An introduction to sociology*. Cambridge, UK. Cambridge, University Press.

Haralambos, M., & Holborn, M. (2013). *Sociology: Themes and Perspectives*. London, UK: Harper Collins publications.

Ritzer, G., & Murphy, W. W. (2019). *Introduction to sociology*. London, UK: SAGE publications

Schaefer, R., T. (2012). *Sociology: A Brief Introduction (10th ed.)*. New York, USA: McGraw-Hill.

Stolley, K. S. (2005). *The Basics of Sociology*. (1st ed). Boston, USA: Greenwood Press.

Turner, B. S. (1999). *Classical Sociology*. (1st ed). London, UK: Sage Publication.

ডক্টর সেন, র. (১৯৯৭) বাংলাদেশের সামাজিক স্তরবিদ্যা, (২য় সংস্করণ), ঢাকা, বাংলাদেশ: নিউ এজ পাবলিকেশনস

Paper Code	212111		Credits : 4	Class Hours : 60
Paper Title	Introduction to Social Work			Exam Duration : 4 Hours

Course Description

Introductory social work is an allied course for the registered students of BSS in economics. The focal objective of this course is to spread basic knowledge of social work education along with the concept, methods, relationship of social work with other disciplines, practice in different settings and social work as a profession. The course also covers industrial revolution, the philosophical foundations of social work, the development of professional education and its relationship with various religious creeds. Ethical principles and values are also discussed in this course.

Course Objectives

The objectives of this course encompass:

- To familiarize students about historical development and associated disciplines of social work;
- To acquire preliminary ideas about major role and interventions in social work practice;
- To introduce students about social work methods, social work practice in different settings;
- To help students able to understand the professional organization of social work education;
- Make students aware of the role of major religions in the advancement of social work,
- Introduce students to social ideas and the philosophical foundations of social work.

Course Contents

Hour	Topic	Teaching Strategy	Learning	CLOs
7	Concepts Relevant to Social Work Practice: Social Work and Social Welfare, Social Reform, Social Security, Social Development, Social Policy and Planning, Welfare State.	Class Lectures, PP Presentations, Content Analysis, According to Pedagogy.		CLO1,
7	Role of Social Work and Associated Disciplines: Functionalist and Marxist Perspectives, Roles and Holistic Approach of Social Work, Sociology, Psychology, Economics, Political Science, Law, Journalism, Public Health, Anthropology.	Lesson Plans, Lectures, Handouts, Paraphrasing		CLO1, CLO2
7	Social Work in United Kingdom and USA: Early Charities, Poor Laws, COS, Beverage Report 1942 and the Social Security Programs in UK, Evolution of Social Work in USA.	Lectures, Handouts, Exhibition of Audio-Visual Recordings, Visit		CLO1, CLO2
5	Social Welfare Practices and Movement in Undivided India and Bangladesh: Traditional Welfare Activities and Charity in Undivided India, Social Movement, Social Reformers and their Movements in Pre-partition India and Bangladesh, Social Legislations Related to Social Security, Women and Child Welfare.	Lesson Plans, Class Lectures, PP Presentations.		CLO4, CLO5
5	Social Work Education and Profession: Evolution of Social Work Education and Value in the Sub-continent and Bangladesh, Professionalization of Social Work; Profession, Occupation, Relation between Them, Social Work as a Profession, Prospects and Challenges of Social Work Profession in Bangladesh, BCSWE, NASW, IFSW.	Lectures, Seminar Presentation, Group Discussion.		CLO4, CLO5
5	Social Problems and Social Services in Bangladesh: Social Problems and Intervention of Social Work, Social Work Practice in State Controlled Organizations; Urban Social Service (USS), Rural Social Services (RSS) and Non-state Controlled Organizations, Probation and Parole.	Lectures, Content Analysis, According To Pedagogy.		CLO5

5	Industrial Revolution (IR): Renaissance, Global Village, Industrialization, Urbanization, Impacts of IR on Social Work, , Facing 4 th IR challenges with Communication skill, Analytical Ability, Problem Solving Ability, Digital Literacy and Adaptability, 5 th Humane Industrial Revolution and Social Work.	Lectures, Handouts, Audio-Visual Recordings, Visit And Demonstration Etc.	CLO2
5	Knowledge, Skill and Value Base of Social Work: <i>Knowledge Base</i> ; Generalist Knowledge and Specific Field-oriented Knowledge, <i>Skill Base</i> ; Types and Application of Skill, Green Skill, <i>Value Base</i> ; Value and Professional Code of Ethics.	Lectures, Content Analysis, Seminar presentation, Paraphrasing, Group Discussion	CLO3
5	Methods of Social Work: Basic and Auxiliary Methods and their Basic Issues such as Meaning, Elements, Principles and Area of Use. Importance of Social Work Methods in Bangladesh.	Lectures, Handouts, Reading Assignments, Content Analysis, According to Pedagogy.	CLO4
5	Social Thoughts, Philosophy and Religion: Social Philosophy, Utopian Thought, Individualism, Socialism, Greek Social Thoughts (Socrates, Plato, Aristotle), Comparative World Religion, Contribution of Major Religions on Social Work, Philosophical, Religions and Ethical Basis of Social Work.	Lectures, PP presentations, symposium, visit and demonstration etc. Workshop according to pedagogy.	CLO6

Course Learning Outcomes (CLOs)

After Fruitful conclusion of the course apprentices can be able to:

CLO1: Know about the related concepts and Disciplines of social work;

CLO2: Elucidate the history of Social Work and Industrial Revolution;

CLO3: Demonstrate knowledge base, skill base and value base of social work;

CLO4: Determine the methods and fields of social work practice and professional organization of the world;

CLO5: Evaluate the prospects and challenges of social work as a profession in Asia-Pacific region and Bangladesh;

CLO6: Understanding of social thoughts and philosophy.

Mapping of Course Learning Outcomes (CLOs) with Program Learning Outcomes (PLOs)

CLO/PL O	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO1 0	PLO1 1	PLO1 2
CLO1	✓											
CLO2			✓							✓		
CLO3							✓					
CLO4			✓							✓		
CLO5						✓						✓
CLO6		✓							✓			

Recommended Reading Materials

- Barker, Robert L. (1995). *The Social Work Dictionary*. Washington DC: NASW Press.
- Friedlander, WA. (1977). *An Introduction to Social Welfare*. New York: Prentice Hall.
- Garvin Charles D. (1998). *Social work in Contemporary Society*. London: Allyn & Bacon.
- Houssian, M. Noorul & Alaudding, Mohammed (1990). *Introduction to Social Work Methods*. Dhaka: Anwari publication.
- Khalid, M. (1968). *Welfare State*, Karachi: Royal Book.
- Midgley, J. (1997). *Social Welfare in Global Context*. New Delhi: Sage Publication.
- Morales, Armando and Sheafor, Bradford W. (1977). *Social Work: A Profession of Many Faces*. Boston: Allyn and Bacon.

- Skidmore, Rex. A. And others. (1993). *Introduction to social work*. New Jersey: Prentice Hall.
- Turner, F. (1996). *Social Work Treatment: Interlocking Theoretical Approaches* (4th Ed.). New York: The Free Press.
- ইসলাম, ড. মো. নুরুল ইসলাম (২০১৪), *সমাজকর্ম পরিচিতি*, ঢাকা: তাসমিয়া পাবলিকেশন্স।
- ইসলাম, মো. শহিদুল ও হাসান, মো. খালিদ (২০২৫), *সমাজকর্ম পরিচিতি*, ঢাকা: গ্রন্থকুটির।
- উদ্দিন, আহমেদ আয়েশ (১৯৭৮), *রাষ্ট্রচিন্তা পরিচিতি প্রোটো থেকে মার্ক* (২য় সংস্করণ), ঢাকা: আইডিয়াল লাইব্রেরী।
- হোসেন, মো. আবুল, রহমান, মো. আতিকুর (২০২৩), *সমাজকর্ম পরিচিতি*, গাজীপুর: জাতীয় বিশ্ববিদ্যালয় প্রকাশনা।
- রহমান, মোহাম্মদ হাবিবুর (২০০০), *সমাজকর্ম*, ঢাকা: অনন্যা।
- রহমান, হাবিবুর, দাস, তুলসী, ইসলাম, মো. ফখরুল ও ইসলাম, মো. রেজাউল (অনূদিত) (১৯৯৭), *সমাজকর্ম অনুশীলন*, ঢাকা: গতিধারা।
- করিম, রেজাউল (২০০৬), *সমাজকর্ম: ধারণা, ইতিহাস ও দর্শন*, ঢাকা: জ্ঞানকোষ প্রকাশনী।

Paper Code	211909	Credits : 4	Class Hours : 60
Paper Title	Introduction to Political Science		Exam Duration : 4 Hours

Course Learning Objectives

- To absorb the basic concepts of political organization and their composition, functions and institutional structures;
- To identify various forms of government and organs of the state;
- To identify and explain the central principles, institutions, procedures, and decision-making processes of the political system;
- To evaluate the basic strengths and weaknesses of the political systems of the Western World;
- To give knowledge about the theoretical and practical role of state, their governmental organs and the relationship among legislatures, executives and judiciaries.

Course Learning Outcomes (CLOs)

At the end of the course, students should be able to:

CLO 1	understand the basic concept of political organizations, relations and functions of institutional structure;
CLO 2	think critically why countries choose different mechanisms and institutions for governing and why these choices are important;
CLO 3	Develop a sound knowledge about the major concepts, and tools of political science and the relationships among organs of the government and their application in different countries.

Course contents

To pic	Course contents	Teaching Learning Strategy	CLOs
1	Introducing Political Science, Definition, Scope, Nature, State and Society, State and Government, Theories of the Origin of State. Fundamental Concepts: Sovereignty, Law, Liberty, Rights, Nation, Nationalism, and Internationalism.	Lecture Assignment	CLO 1
2	Constitution: Definition, Necessity, Methods of Establishing Constitution, Characteristics of a Good Constitution, supremacy of the Constitution, amendment process.	Lecture Assignment	CLO 1
3	Forms of Government: Democracy and Dictatorship, Parliamentary and Presidential, and Unitary and Federal.	Lecture Assignment	CLO 1 CLO 2
4	Organs of State: Legislature-Its Importance and Functions, Unicameral and Bi-cameral Legislature, Decline of the Power of the Legislature; Executive – Its Importance and Functions, Growing Power of the Executive, Cabinet Dictatorship; Judiciary – Its Importance and Functions, Independence of Judiciary, Judicial Review.	Lecture Assignment	CLO 2

5	Separation of Powers, Representation: Proportional and Majoritarian Representation, and Consociationalism.	Lecture Assignment	CLO 3
6	Political party: Origin and development of Political parties, Coalition Politics, Functions of Pressure Groups, Difference between Political Parties and Pressure Groups, Bureaucracy and Pressure Groups.	Lecture Assignment	CLO 1 CLO 2
7	Public Opinion: Its Meaning, and Significance State and Civil Society, Governance, Good Governance.	Lecture Assignment	CLO 3

Books Recommended

Alan R. B et al. (2000). *Modern Politics & Government*, New York, Seven Bridges Press.

Arend L. (1977). *Democracy in Plural Societies: A Comparative Exploration*, New Haven, Yale University Press.

Arend L. (2008). *Thinking about Democracy: Power Sharing and Majority Rule in Theory and Practice*, Abingdon, Routledge.

Joseph M. C. (2003). *Political Institutions*, Oxford, Oxford University Press.

James G. M. et al. (1989). *Rediscovering Institutions: The Organizational Basis of Politics*, New York, Free Press.

Harold J. L. (1967). *A Grammar of Politics*, New York, HarperCollins Publishers Ltd, 5th edition.

Islam, M. (2005). *Constitutional law of Bangladesh*, BILIA, Dhaka.

আহমেদ, এমাজউদ্দিন (১৯৯৪). গণতন্ত্রের ভবিষ্যৎ, বাংলা একাডেমি, ঢাকা।

নাথ, বিপুল রঞ্জন (১৯৯৭). রাজনৈতিক তত্ত্ব ও সংগঠন, বুক সোসাইটি, ঢাকা।

ভূইয়া, মোঃ আবদুল ওদুদ (১৯৯৫). রাষ্ট্রীয় সংগঠন, আজিজিয়া বুক ডিপো, ঢাকা।

Course Code:	219901	Marks: 100	Credits: 4
Course Title:	History of Bangladesh; Language, Culture and Identity		Hours: 60

Course Objective:

This course is designed to help undergraduate students from diverse academic backgrounds develop a comprehensive and nuanced understanding of the historical development of Bangladesh, with a particular focus on its language, culture, and identity. By critically examining a variety of historical events, socio-political movements, and cultural shifts from ancient times to the contemporary period, students will have the opportunity to trace the evolution of the Bengali nation. The course aims to foster informed citizenship through an exploration of the Liberation War, identity formation processes, cultural heritage, the lives and contributions of key political figures, and the roles of ethnic minorities. Ultimately, the objective is to equip learners with the intellectual tools necessary to contextualize current national debates and to recognize the role of youth and globalization in shaping the future of Bangladesh.

Course Learning Outcomes:

At the end of the course, learners will be able to:

CLO 1: Recall key historical events, dates, movements, personalities, and cultural developments that contributed to the emergence of Bangladesh from the pre-colonial period to the present day.

CLO 2: Demonstrate an understanding of the socio-political, linguistic, and cultural influences that shaped Bengali identity and nationalism, emphasizing the Language Movement, Liberation War, and subsequent democratic uprisings.

CLO 3: Apply their historical and cultural understanding to interpret contemporary national issues and debates relating to identity, political reform, and cultural transformation in Bangladesh.

CLO 4: Analyze how historical events, political ideologies, and social changes are interconnected in shaping the current socio-political landscape of Bangladesh, with a particular emphasis on the roles of movements, minorities, and the youth.

Course Contents:

Topic	Teaching Learning Strategy	CLOs
1. Pre-colonial Era - Life and Culture of the People in Ancient Bengal - Bengal Under Muslim Rulers: Society, Culture, and Religion - Role of the Sufis in Preaching Islam and Impacts of - Sufism on the Bengali Society - Bengali Society and Culture in the Writings of Foreigners	Interactive lectures	CLO 1-2
2. Colonial Era (18th and 19th Century) - The Battle of Plassey (1757) and the Beginning of British Colonialism - Bengal Renaissance - Reforms in Hindu Society - New Forms in Bengali Literature and Culture - The Muslim Response to Western Education	Interactive lectures, reading, and assignments	CLO 1-2
3. Colonial Era (First Half of the 20th Century) - Partition of Bengal (1905) - Hindu-Muslim Disagreements - Formation of the All-India Muslim League (AIML) - Muslim Shahitya Samaj - Buddhir Mukti Andolan: The Urge for Rational Thinking in Bengali Muslim Society - Growth of Religion-based Identity - Politics of Hindutva and the Two-Nation Theory - Spread of Communalism in Society - The Partition of India and Bengal	Interactive lectures and group discussions	CLO 2-3
4. Post-Partition Era (1947-1971) - Language Movement - Political, Economic, and Cultural Aspects - Growth of Vernacular Nationalism - Cultural Activism	Interactive lectures and group discussion	CLO 2-3
5. Changing Bengali Identity - The Evolution of Bengali Identity in the Context of Language, Culture, and Religion - From Ancient Times to the Present - The Role of the Bengali Language in Shaping Identity - The Language Movement of 1952 and Its Long-term Impact on National Consciousness - The Influence of Religion on Bengali Identity - The Impact of Socio-political Movements on Identity Formation - The Liberation War of 1971 - Contemporary Debates on Bengali Identity - The Role of Youth in Redefining Identity - The Influence of Globalization	Interactive lectures and thematic assignments	CLO 2-3
6. Liberation Movement of 1971 and Mass Uprising till 2024 - The Political and Economic Exploitation of East Pakistan by West Pakistan - Six (6) Points Movement, Uprising of 1969 - The 1970 General Elections - The Non-cooperation Movement and the Declaration of Independence - The Role of AK Fazlul Haque, Huseyn Shaheed Suhrawardy, Maulana Bhashani, Sheikh Mujibur Rahman and Ziaur Rahman - The Liberation War of 1971	Interactive lectures, group discussions, and thematic assignments	CLO 1 CLO 3-4

• Genocide and Resistance • The Role of the Mukti Bahini • Post-independence Challenges • Nation-building • Political Instability • Mass Uprisings and Democratic Movements • The Anti-autocracy Movement of the 1980s • The 1990s Movement for Democracy and Afterwards • The 2024 Movements for Political and Social Reforms		
7. History of Other Ethnic Groups • The Indigenous Communities of Bangladesh • Historical Presence • Cultural Practices • Land Rights and Cultural Assimilation • Contributions and Sacrifices • Political Representation of Ethnic Minorities	Interactive lectures and group discussions	CLO 4
8. Cultural Heritage and Modern Transformations • The Evolution of Bengali Culture • From Ancient Traditions to Modern Expressions • The Role of Literature, Music, and Art in Shaping Bengali Identity • Contributions of Rabindranath Tagore, Kazi Nazrul Islam, and Other Cultural Icons • The Impact of Globalization on Bengali Culture • The Revival of Traditional Arts • The Role of Youth in Cultural Innovation Urbanization • Environmental Changes • The Commodification of Culture	Interactive lectures, documentary screening, and thematic assignments	CLO 1-4

List of Books:

- Ahmed, M. (1979). *Bangladesh: The constitutional quest for autonomy*, Dhaka: University Press Limited.
- Ahmed, R. (1981). *The Bengal Muslims 1871-1906: A quest for identity*. Oxford University Press.
- Alavi, H. (1972). *The state in post-colonial societies: Pakistan and Bangladesh*. In K. Gough & 11. P. Sharma (Eds.), *Imperialism and revolution in South Asia* (pp. 145-178). New York, NY: Monthly Review Press.
- Bernier, F. (2023). *Travels in the Mogul Empire: A.D. 1656-1668*. Chennai: Atlantic Publishers.
- Bleie, T. (2005). *Tribal peoples, nationalism, and the human rights challenge*. The Adivasis of Bangladesh. University Press Limited.
- Bosc, S. (2011). *Dead reckoning Memories of the 1971 Bangladesh war*. Hurst & Company.
- Eaton, R. M. (1996). *The rise of Islam and the Bengal frontier. 1204-1760*. Berkeley: University of California Press.
- Gilmour, D. (2019), *The British in India: Three centuries of ambition and experience*. London. Penguin.
- Habib, L. (1982). *Cambridge economic history of India*. Cambridge. Cambridge University Press.
- Halim, S., Amanullah, A. S. M., & Nasir, R. 1. (Eds.). (2024). *Society and sociology in Bangladesh: A South Asian perspective*. The University Press Limited.
- Hashmi, T. (2021). *Fifty Years of Bangladesh, 1971-2021 Crises of Culture, Development, Governance and Identity*. Switzerland: Palgrave Macmillan.
- Huq, M. E. (1975). *History of Sufism in Bengal*. Dhaka. Bangladesh Asiatic Society
- Husain, I. (2014). *Karl Marx on India*. New Delhi: Tulika Books.
- Jahan, R. (1972). *Pakistan: Failure in national integration*. New York, NY: Columbia University Press.
- Maniruzzaman, T. (1988). *The Bangladesh revolution and its aftermath (2nd ed.)*. Dhaka: University Press Limited. (Original work published 19801
- Mascarenhas, A. (1986). *Bangladesh: A legacy of blood*. London: Hodder and Stoughton.
- Rashid, H. O. (2015). *The foreshadowing of Bangladesh: Bengal Muslim League and Muslim politics* (3rd ed.). Dhaka: University Press Limited.
- Roy, A. (1984). *The Islamic syncretistic tradition in Bengal*. Princeton, NJ: Princeton University Press.
- Sen, A. (2006). *Identity and violence: The illusion of destiny*. W. W. Norton & Company.
- Umar, B. (2022). *The Emergency of Bangladesh: A History of East Pakistan*. Dhaka: Bangla Gobeshona.

Course Code	219903	Marks: 75	Credits: 3
Course Title:	Information and Communication Technology		

Course Objectives:

The main objective of the course is to develop students' understanding and skills in using, managing, and applying technology to solve problems and enhance various aspects of life and work. Key areas of focus include understanding ICT systems, software, hardware, networks, and their applications.

Course Learning Outcomes: The student will be able to:

CLO 1	Explain foundational ICT concepts, including the information processing cycle.
CLO 2	Operate standard computer hardware and software systems effectively.
CLO 3	Use office productivity tools (Word, Excel, PowerPoint) for academic and professional tasks.
CLO 4	Apply safe internet practices and use internet tools for communication and information retrieval.
CLO 5	Understand and explain the concepts of Data Analytics, Artificial Intelligence (AI), and Machine Learning (ML)
CLO 6	Understand the concept of free-lancing

Course Contents:

Unit	Specific Objectives	Content	Teaching and Learning Approach
Unit 1: Introduction to Information and Communications Technology (ICT) and Computer System	The student will be able to: - Explain the concept of ICT and its related terminologies. - Describe the information processing cycle. - Analyze the impact of ICT on educational, social and economic development. - Identify career opportunities in ICT education. - Differentiate among the classes of computers and the usages of them. - Identify the vital components of the Systems Unit.	Definition of ICT, basic concepts and terminologies. Data, Information Application of ICT, Advantages and Disadvantages of ICT, Impact of ICT Career opportunities in ICT education Information Processing Cycle. Classification of Computers The Vital Components of the Systems Unit.	Classroom Lectures
Unit 2: Computer Hardware and Software	The student will be able to: - Describe the categories of Computer Hardware. - Describe the commonly used Input and Output devices - Identify the main processing devices, storage devices and media. Identify the main communication devices. - Identify types of Software packages. - Distinguish between an Operating System and Application software. - Identify different types, examples and uses of Operating Systems and	Categories of Computer Hardware: Input devices, Processing devices, Output devices, Storage devices Communication devices, Main Processing Devices: The Processor, Control Unit and Arithmetic and Logic Unit Software Packages, Operating Systems, Types and uses of Operating Systems, Types and uses Application Software: Educational software, Games software, Graphics software Browsers: Internet explorer, Google chrome, Mozilla Firefox, Opera, Internet explorer, Mozilla Firefox; Proprietary and Open Source Software	Classroom lectures and Lab

	Application software Distinguish between Open Source and Proprietary Software.		
Unit 3: Introduction to Word Processing Application	- The student will be able to: - Identify Word Processing packages. - Create and save a document using the Word Processor. - Format a Word document using formatting tools. Demonstrate the ability to perform collaborative editing. - Insert tables in a Word Processing document. - Insert symbols and pictures in Word Processing documents. - Use layout techniques in document creation. - Inserting headers and footers. - Print documents using the various print options.	Word Processing Packages and Their Uses. Introduction of Microsoft Word Software. File creation and saving: New, Save, Open, Save As. Editing: Copy/Cut, Paste, Undo, Redo, Find, Replace, Clipboard, Sub-Headings And Paragraphs, Text Correction, Wrapping Text, Text Orientation Formatting: Font: Style, Size, Color, Bold, Underline, Italic, Superscript, Subscript, Shadow, Strikeout. Paragraph: Alignment, Bullet & Numbering, Indent, Line Spacing, Table Border Insert: Table, Picture, Shape, Smart Art, Chart, Header, Footer, Page Number, WordArt, Drop Cap, Symbols, Equations, Hyperlink, Comment. Page Design: watermark, page border Layout: Page setup, print	Classroom Lectures, Lab, and Hands-on Practice
Unit 4: Spreadsheet Application	- The student will be able to: - Identify Spreadsheet Packages. - Explain the importance of the Spreadsheet application in data management. - Explain related concepts and terminologies in the Spreadsheet. - Identify features in the Spreadsheet application window. - Create and save a Workbook. - Construct and insert simple formulae and functions. - Format the worksheet using formatting tools. - Printing a worksheet.	Spreadsheet Packages, e.g. Excel. Importance of Spreadsheet application in Data Management, Related Concepts and Terminologies (e.g., cell(s), rows, columns, worksheet, workbook) Excel Tool Bars: Formatting Bar, Standard Bar, Formula Bar. Types of Data and Their Uses (e.g., number, date, text, currency), Creating and Saving a Workbook, Formula and Functions, Sorting, filtering, validation, creating pivot table. Formatting Worksheet Using Formatting Tools. Draw Graph/chart, Printing Worksheet.	Classroom Lectures, Lab and Hands-on Practice
Unit 5: Presentation Application	- The student will be able to: - State the importance of the Presentation application. - Identify the commonly used features of a Presentation application while prepare a presentation. - Create and save	Presentation Applications Packages, Devices used for Presenting, Importance of Presentation Application, Principles for Designing Presentations, Terminologies in Presentation Application (eg, , Slide	Classroom Lectures, Lab and Hands-on Practice

	presentations using a template, Add new slide(s). Edit text, Format text, Insert objects, images and pictures, Run slide show, Apply transition, animation effects to slides • Select the print option for printing. • Prepare a presentation on a selected topic and present it.	transitions, Slide show, etc.), Commonly Used Features of Presentation Application Window: Toolbars, Different presentation view modes Prepare a Presentation: Slide creating, editing, theme, background, inserting elements (image, audio, video hyperlink, table, smart art, graph, etc.) and formatting slides, Slide Layout, slide Show, slide transition, animation Effects. Selection of Print Option: Entire presentation, Specific slides, Handouts, Notes pages, outline view of slides.	
Unit 6: Privacy and Security	The student will be able to: • Understand the basics of digital security • Use some security tools. • Understanding digital ethics.	Introduction to Information Security, cybercrime, DoS and DDoS Attack, Key Management, Digital Signature and Certifications, privacy, Data Security, Vulnerability, Threat and Risk, Malware, Social Engineering, Hacking, Plagiarism, Fishing, Software Piracy, Worms and Viruses, Spam, Adware, Malware, Spyware, Antivirus Software Ethics in the digital world	Classroom Lectures, Lab and Hands-on Practice
Unit 7: Using The Internet to Communicate and Accessing Information	• The student will be able to: • Explain basic concepts, requirements, and terminologies of the Internet • Apply the rules and regulations in the use of the internet. • Using email • Use the internet social network to communicate. • Use Uniform Resource Locators (URLs) to access Information. Use search engines to access information • Upload files to virtual drives and work on it.	Internet, Intranet, Extranet, IP Address, Masking, MAC Address, Internet Services, OSI Reference Model, TCP/IP protocol stack, IPv4, IPv6, subnet Masking, MAC Address, Internet Services, Network Configuration and Troubleshooting, Wi-Fi, Broadband, Email Usage. Rules and Regulations in the Use of the Internet: Spam- Unsolicited Emails, People's Privacy, Intellectual Property Rights, etc. E-mail: Creating an Email Account, Sending, Accessing Email Messages, Attaching Documents to Email Messages, Using the Internet: Social Networks to Communicate, Uniform Resource Locators (URLs) to Access Information, Using Search Engines, Downloading Information from the Internet. Transferring Information from the Internet to a Different Application Intellectual Property Rights, ICT Policy, Software Piracy etc. Using Cloud Space: Google	Classroom Lectures, Lab and Hands-on Practice

		Drive, Google Workspace, OneDrive, Dropbox, etc.	
Unit 8: Emerging Technologies: Data analytics, Artificial intelligence, Machine learning	- Define Data Analytics, Artificial Intelligence (AI), and Machine Learning (ML). - Understand how data is collected, processed, and used for decision-making. - Recognize the role of AI and ML in everyday life. - Explain basic differences between AI and ML. - Discuss benefits and challenges of these technologies. - Recognize current trends and career opportunities in these fields.	Introduction to Data Analytics: Define Data, Types of Data, Define Data Analytics, Basic Steps in Data Analytics, Applications of Data Analytics, Common Tools of Data Analytics (Excel, Tableau, Power BI, Python, SQL, etc.). Artificial Intelligence (AI): Define AI, Objectives of AI, AI capabilities, AI applications (NLP, Image Recognition, Predictive Analytics, Recommender Systems, Robotics, etc.); AI Tools: Open AI GPT, TensorFlow, PyTorch, Keras, Scikit-learn, etc.), AI in daily life (Voice assistants, facial recognition, GPS route suggestions, chatbots, etc.) Machine Learning (ML): Define Machine Learning (ML), How It Works, Classification of ML, applications of ML, and common ML platforms (Teachable Machine, TensorFlow, PyTorch, Microsoft Azure Machine Learning, etc.). Relationship Between Data Analytics, AI, and ML Benefits & Challenges of Data Analytics, AI, and ML. Future Trends & Career Paths.	Classroom Lectures, Lab and Hands-on Practice
Unit 9: Introduction to Freelancing	The student will be able to: - Define and explain the fundamental concept and significance of freelancing in the global context. - Identify and categorize various online marketplaces and professional fields. - Develop professional profiles, portfolios, and proposals suitable for freelancing platforms. - Demonstrate the use of online payment systems and financial transaction methods. - Analyze and evaluate strategies for career development and effectively apply techniques to overcome freelancing challenges.	Introduction and Basic Concepts, Fields of Freelancing, Essential Skills and Preparation, Introduction to Freelancing Marketplaces, Creating Profile and Portfolio, Earning and Transaction Process, Building a Freelancing Career, Challenges and Solutions.	Classroom Lectures, Practical Demos, Assignments, Discussions

List of Books:

Norton, P. (2008). *Introduction to computers* (9th ed.). The McGraw-Hill.

Comer, D. E. (2018). *The internet book: Everything you need to know about computer networking and how the internet works* (5th ed.). Chapman and Hall/CRC Press.

Lambert, J., & Frye, C. (2015). *Microsoft Office 2016 step by step*. Microsoft Press.

Hassan, N. A., & Hijazi, R. (2017). *Digital privacy and security using Windows: A practical guide*. Apress.

Maheshwari, A. (2024). *Data analytics made accessible*. Jay Cobb.

Russell, S. J., & Norvig, P. (2020). *Artificial intelligence: A modern approach* (4th ed.). Pearson.

Alpaydin, E. (2020). *Introduction to machine learning* (4th ed.). MIT Press.

Course Code	219904	Marks: 25	Credit: 1
Course Title:	Lab: Information and Communication Technology		

Course Objectives:

The main objective of the course is to teach the students' understanding and skills in using, and applying technology to solve problems and enhance various aspects of life and work. It includes assembling hardware, installing software, preparing PPT slides, and producing Word and Excel documents.

Course Learning Outcomes:

The student will be able to:

CLO 1	Learn assembling hardware
CLO 2	Prepare, edit and print Word documents and excel
CLO 3	Prepare Power Point presentation.
CLO 4	Access information from Internet, e-mail
CLO 5	Installation of anti-virus software
CLO 6	Data collection, Prediction, Pattern recognition, classification
CLO 7	Exploring markets, Proposal writing, Simulation strategies

List of Experiments

CLO Addressed	Unit	Experiments	Teaching Learning Approach
CLO1	1-4	- Assemble different hardware - Install different software - Operate the computer - Drive, folder and file management - Maintenance	Lab and Hands-on Practice
CLO 2	3	Word - Prepare a Word document on a specific topic (e.g, routine, question paper, CV, reports, applications) - Formatting the document (Alignment, table, border, watermark, etc.), e.g., newspaper article, academic report, or documentation used in daily life, book, poster - Print documents with different paper and printers	Lab and Hands-on Practice

CLO 2	4	• Excel • Prepare a grade sheet • Prepare a family expenditure • Prepare a business expenditure report • Prepare payroll management, with a report • Create graphs on the given data • Print Excel files	Lab and Hands-on Practice
CLO 3	5	Power point • Prepare an academic presentation on a specific topic. • Formatting the slides & using different tools. • Apply animation and transition • Print PPT files in different modes: Hand note, Slides shorter, outline	Lab and Hands-on Practice
CLO4	6	• Install antivirus software, e.g., Norton Antivirus, McAfee, Kaspersky, Avast.	Lab and Hands-on Practice
CLO5	7	Use of email Access information from the internet, use a search engine. Use of virtual drive for collaboration Google Meet	Lab and Hands-on Practice
CLO6	8	• Data Collection and Visualization (Excel) • Simple Prediction (Excel) • Pattern recognition (Teachable Machine) • Classification (Teachable Machine)	Lab and Hands-on Practice
CLO7	9	Free lancing • Marketplace exploration and portfolio creation • Proposal writing • Payment simulation	Lab, Hands-on, Group Work, Discussion

Instructions for the Lab:

1. Lab sessions should be hands-on, with students engaging in tasks like assembling hardware, installing software, and using office tools.
2. Software like Microsoft Word, Excel, PowerPoint, and Teachable Machine will be used for document creation, data analysis, and basic machine learning.
3. Labs also include antivirus installation, email use, and online collaboration via Google Meet and Drive, emphasizing teamwork and problem-solving.

Instructions for the Lab exam:

1. The lab exam is individual. Students must answer two out of seven questions.
2. Marks distribution: Experiment (20 marks, 10 for each) for practical tasks, Viva-Voce (5 marks) for oral assessment. Total: 25 marks.

List of Books:

Comer, D. E. (2018). *The internet book: Everything you need to know about computer networking and how the internet works* (5th ed.). Chapman and Hall/CRC Press.

Lambert, J., & Frye, C. (2015). *Microsoft office 2016 step by step*. Microsoft Press