



CERTIFICATE COURSE
IN
BASIC COMPUTER SKILL

2021

OFFERED BY

**DEPARTMENT OF COMPUTER SCIENCE
NAM COLLEGE KALLIKKANDY**

DEPARTMENT OF COMPUTER SCIENCE

CC21CS01CERTIFICATE COURSE IN BASIC COMPUTER SKILLS

Course Objective:

It is a fact that the students of this college have successfully completed their Higher Secondary and Secondary education, where ICT is a part of their curriculum. Yet some of our students are far behind when it comes to application of computer skills. This course is designed to up skill such students from first year UG classes to provide an understanding and practical experience of current software used at home and in the workplace.

Course Outcome: After finishing the course the students will be able to browse internet, locate accurate information, and use MS Word, Excel and Power point programmes. They will be able to create, save, and manage documents, spreadsheets and presentations.

Course Outline:

Duration: 30 hours

Moule1: 8 hour/ Microsoft Word Basic

Learn how to create, edit, format, and share documents with ease using Microsoft Word.

Moule2: 6 hours/Microsoft PowerPoint Basic

Learn how to make advanced Power Point presentation slides, animations and videos.

Moule3: 10 hours /Microsoft Excel Basic

Basic concepts of Microsoft Excel.

Moule4: 6 hours/Google Applications / Web Browsing

Introduce important Google products like gmail, google meet, google classroom , google sheet etc and also learn the basics for browsing the web.

SESSION 1 : Microsoft Word Basic (Duration – 8 hours)

Microsoft Word: Create, edit and format documents

Using templates and building blocks

Numbered and bulleted lists

Working with columns and tables

Proofing tools in Word like spell check and grammar checking & Mail merge

SESSION 2 : Microsoft Power Point Basic (Duration - 6 hours)

Using theme and background,Work with Slide master.Animate Text and Objects

Insert and modify SmartArt Graphics,Insert Sound and Video in a Presentation

Create Graphics using PowerPoint,Transform your data to visual story.

Learn smart tools to present your information,

SESSION 3 : Microsoft Excel Basic (Duration - 10 hours)

Excel Basics,Work with Cells and Worksheets,Calculate Your Data,Format your Workbook

Add Charts and Graphics,Analyze your Data,Filter and sort table data.

SESSION 4 : Google Applications / Web Browsing (Duration - 6 hours)

Introduction to internet, www and web browsers Using a Web browser

Understanding Hyperlinks, Downloading and Uploading Using Search Engines

Google Applications like gmail, google meet, google classroom , google sheet etc and also learn the basics for browsing the web.

Reference Books

1.Beginning Microsoft Office 2010 Guy Hart Davis published by Apress

2.First look office 2010 By Katherine Murray Published by Microsoft