



Arihant Education Foundation's
Arihant College of Arts, Commerce and Science Bavdhan Pune-21

Certificate Course in Ms-Office

Objectives:

1. To know fundamentals of Computer and Organization.
2. To know foundational or “computer literacy” curriculum that provides life-long learning of computer concepts and skills.
3. To know how to use the most common Microsoft Office programs.
4. To be able to create documents for printing and sharing.
5. To be able to create and share presentations.
6. To be able to manage and store data in a spreadsheet.

Course Duration: 30 Hours

TEACHING PEDAGOGY

1. Lectures
2. Discussions
3. Demonstrations
4. Practical experimentations

Syllabus:

Unit No.	Unit	Topics	Duration
1.	Ms. word	Creating, editing, saving and printing text documents. Font and paragraph formatting Simple character formatting Inserting tables, smart art, page breaks Using lists and styles Working with images Using Spelling and Grammar check Understanding document properties Mail Merge	4 Hours
2.	Ms. Excel	Spreadsheet basics Creating, editing, saving and printing spreadsheets Working with functions & formulas Modifying worksheets with color & autoformats Graphically representing data : Charts & Graphs	4 Hours

		<p>Speeding data entry : Using Data Forms</p> <p>Analyzing data : Data Menu, Subtotal, Filtering Data</p> <p>Formatting worksheets</p> <p>Securing & Protecting spreadsheets</p>	
3.	Ms. Power Point	<p>Opening, viewing, creating, and printing slides</p> <p>Applying auto layouts</p> <p>Adding custom animation</p> <p>Using slide transitions</p> <p>Graphically representing data : Charts & Graphs</p> <p>Creating Professional Slide for Presentation.</p>	2Hours
4.	Internet	<p>Understanding how to search/Google</p> <p>bookmarking and Going to a specific website</p> <p>Copy and paste Internet content into your word file and emails</p> <p>Understanding social media platforms such as Face book</p> <p>& Many more learn with best practices</p>	2Hours

Assessment and Evaluation:

Criterion for evaluation	Duration	Marks
Assignments	2	10
Class Test	1 Hour	20
Practical Exam	3 Hours	20

Award of Grade and Certificate

The class should be awarded to the student on the aggregate marks obtained by him/her at the written and practical examinations and in respect of course the award of class shall be as follows:

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|----------------------------|---------|
| i. Aggregate 70% and above | O Grade |
| ii. Aggregate 60% to 70% | A Grade |
| iii. Aggregate 55% to 60% | B Grade |
| iv. Aggregate 50% to 55% | C Grade |
| v. Aggregate 40% to 50% | D Grade |
| vi. Below 40%. | Fail |
