



## Value Added Course

# Certification in Computing Skills

**2023-2024**

### About the course

Certification in computing skills is a formal recognition of an individual's competency and expertise in various aspects of computer technology and software applications. In today's increasingly digital world, the demand for individuals with strong computing skills has grown significantly. This certification of 30 hours serves as a validation of a students' ability to perform specific tasks and make informed decisions in the realm of information technology.

### Learning Outcome

- Students would be able to achieve competence in the use of software, and various computing tools commonly used in the journalism field.
- Students would be prepared from the perspective of employability for the Media Houses and Organizations.
- Students would be having an understanding about the different computing software.

Duration : **30 hours**

Timing : **02:30PM - 03:30PM**  
**05:00PM - 06:00PM**  
**06:00PM - 07:00PM**

Resource Persons:

**Dr. Shaheen Bano | Dr. Bharat Kumar**

**Registration:**

**27/07/2023 - 15/09/2023**

### Notes

- Registration forms can be collected from the Course Coordinator.
- 75% attendance is mandatory to get the certificate.
- Classes will commence from 20th September 2023
- There will be 2 batches of 60 students each.
- Assessment will be held on the basis of Quiz test, Class Presentation followed by viva-voce.
- Successful learners after assessment will get the certificate of the VAC.

### Module

- MS-Word- Introduction, creating, editing and formatting documents (3 hrs)
- Advanced formatting options and Mail merge (3 hrs)
- MS-Excel-Introduction and Formatting (5 hrs)
- Data Input, Chart and Diagram (5 hrs)
- PowerPoint- Introduction and creating presentation (5 hrs)
- Using text, clipart's and drawing objects (3 hrs)
- Inserting videos, sounds and themes (3 hrs)
- Using presentation masters setting animations (3 hrs)

For any query related for the VAC Certification course, Please Feel Free to Contact

**Ms. Jyoti Gupta (VAC Coordinator) 9650863389**

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