

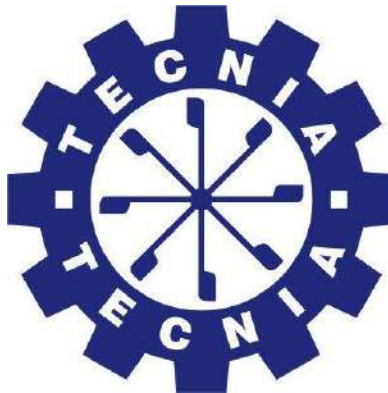
**Course Module**

**For**

**Value Added Course**

**Certificate Course in Computing Skills**

**Offered by**  
**Department of Journalism and Mass Communication**  
**(Session: 2023-24)**



**TECNIA INSTITUTE OF ADVANCED STUDIES**  
**GRADE "A" INSTITUTE**

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# Course Module

## Value Added Course

### Course Module Structure

Sr. No.	Content Deliverance (30 hours)	Learning Outcomes
1	<b>MS-Word-</b> Introduction, creating, editing and formatting documents <b>(3 hrs)</b>	Learners would be able to create, edit and formatting the documents on MS- Word
2	Advanced formatting options and Mail merge <b>(3 hrs)</b>	Learners would be able to do advanced formatting and mail merge
3	<b>MS-Excel-</b> Introduction and Formatting <b>(5 hrs)</b>	Learners would be able to create, edit and formatting the documents on MS- Excel
4	Data Input, Chart and Diagram <b>(5 hrs)</b>	Learners would be able to put the data, prepare chart and diagram
5	<b>PowerPoint-</b> Introduction and creating presentation <b>(5 hrs)</b>	Learners would be able to create PowerPoint presentation
6	Using text, clipart's and drawing objects <b>(3 hrs)</b>	Learners would be able to use text, clipart and drawing objects in PowerPoint
7	Inserting videos, sounds and themes <b>(3 hrs)</b>	Learners would be to insert videos, sounds and themes in presentation
8	Using presentation masters setting animations <b>(3 hrs)</b>	Learners would be able to use presentation masters setting animation

**Total Duration required:** 30 Hours

**Evaluation Pattern:** On the basis of Quiz test, Discussions and Activities, Class Presentation followed by Viva Voce

**References:**

1. Wempen, F. (2014). Computing Fundamentals: Digital Literacy Edition. United Kingdom: Wiley.
2. Introducing Computing: A Guide for Teachers. (2014). United States: Taylor & Francis.
3. Wempen, F. (2014). Computing Fundamentals: Introduction to Computers. Germany: Wiley.
4. Wempen, F. (2014). Computing Fundamentals: IC3 Edition. Germany: Wiley.