TECNIA INSTITUTE OF ADVANCED STUDIES
GRADE "A" INSTITUTE
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EGAC Accredited   ISO 21001:2018   51001:2018

Syllabus of Value Added Course

Certificate Course in Computing Skills

COURSE CODE: CCCS	L: 2	T/P: 0	CREDITS: 2	Total Marks: 100

Course overview:

Certificate Course in Computing Skills offers comprehensive training in essential computing concepts, tools, and applications. Covering areas such as programming fundamentals, database management, and web development, this course equips learners with the practical skills needed for today's digital world. Through hands-on exercises and real-world projects, students gain proficiency in software applications and develop problem-solving abilities. Whether pursuing a career in IT or enhancing existing skills, this course provides a solid foundation in computing.

Course outcomes:

- Demonstrate proficiency in essential computer applications such as word processing, spreadsheets, and presentations.

- Apply problem-solving techniques and logical thinking to tackle computing tasks effectively.

- Utilize digital tools and resources for efficient information retrieval and management.

- Develop the foundation for further exploration and utilization of advanced computing technologies and applications.

Module 1

1. MS-Word- Introduction, creating, editing and formatting documents (3 hrs)

2. Advanced formatting options and Mail merge (3 hrs)

Module 2

1. MS-Excel-Introduction and Formatting (5 hrs)

2. Data Input, Chart and Diagram (5 hrs)

Module 3

1. PowerPoint- Introduction and creating presentation (5 hrs)

2. Using text, clipart and drawing objects (3 hrs)

Module 4

1. Inserting videos, sounds and themes (3 hrs)

2. Using presentation masters setting animations (3 hrs)

Examination Scheme:

Components	Marks	Grading Marks
Quiz Tests/Class Assignments/Home Assignments	40	4
Seminar/ Class Presentations /Class Performance	30	3
Viva-voce	30	3
Total	**100**	**10**

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.

i. Approved in the 41st Meeting of the Departmental Academic Committee held on 24/07/2023 (Ref No. TIAS/DoJMC/DAC/2023-2024/41)