

SYLLABI
For
Value Added Course
Certificate Course in Office Automation

Offered by
Department of Information Communication and Technology

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE 'A' INSTITUTE

3 PSP, Institutional Area, Sector – 14, Rohini, Delhi - 110085

Course Module
For
Value Added Course

Total Duration required: 30 Hours

Course Structure

S.No.	Contents Deliverance	Learning Outcomes
1	Introduction of Office Automation (1Hrs)	Ability to recall information, facts, definitions, jargons, technical terms, classifications, categories and criteria.
2	Basics of Office Automation and its Applications (4 Hrs)	Understanding, grasping meaning and information,
3	Operations of Office Automation (5 Hrs)	Acquainted with internet
4	Functionalities of Office Automation (2 Hrs)	Demonstrate correct usage of method or procedure
5	Use of Excel Formulas (3 Hrs)	Create Spreadsheets
6	Functions and Pivot Table (3 Hrs)	Breakdown complex problem into parts, Identify the relationships and missing information in
7	Use of Word Formatting (2 Hrs)	Perform documentation
8	Table and Layout (3 Hrs)	Compare and discriminate between ideas and values, verify value of evidence recognize subjectivity for judgments
9	Lists and borders(2hrs)	Perform border and list operations
10	Use of PowerPoint to create presentations (3 Hrs)	Make Presentations
11	Testing and Evaluation (2 Hrs)	Perform Mathematical & Logical operations Perform Advance presentation skills using Power Point

Reference:

1. Professional Office Procedure by Susan H Cooperman, Prentice Hall-2005
2. Information Technology: Principles, Practices and Opportunities by James A Senn, Prentice Hall- 1998
3. Technology and Procedures for Administrative Professionals by Patsy Fulton-Calkins, Thomson Learning, South-Western Educational Pub, 2002
4. Public Information Technology and E-Governance: Managing the Virtual State(Paperback) by G. David Garson-2006

Evaluation Pattern: On the basis of practical exam followed by viva