

Course Title	Certificate Course in Basic ICT Skills
Course Code	CCICT107
Hours	60
Target Group: Office workers, Teachers and School leavers	
Course Fees: Rs. 20,000	
Aim The aim of the course is to provide knowledge and skills to handle the standalone and online ICT applications required in the working, teaching and learning environments.	
Intended Learning Outcomes	
<ol style="list-style-type: none"> 1. Define the fundamentals of a computer system, Networks and Internet 2. Illustrate the data representation methods in computers. 3. List the uses and impacts of new technologies in ICT. 4. Develop fully completed document through word processing application. 5. Make use of spreadsheet application software for data manipulation and data visualization. 6. Create an efficient database. 7. Built slides using presentation software. 	
Syllabus Content	
<p>Introduction to Computers and Network Computer System, Data Representation, Networks, communication standards, Internet Services and Threads and Security of computer systems</p> <p>Operating System GUI and File management in MS Windows and Linux</p> <p>Online Tools For Browsing, Searching, email, Video Conferencing and Data Collecting</p> <p>Word Processing Applications (MS Word and Google Docs) Basics of Word (user interface, Manipulating Text), Formatting characters, paragraphs and pages, Number and Bullets, Working with Tables, Mail Merge, Sharing and Reviewing Documents, References, Page setup and printing</p> <p>Spreadsheet Applications (MS Excel and Google Sheets) Basics of Excel (user interface, worksheet basics, Format cells, referencing cells, Data validation), Formatting Worksheet Views, Multiple Worksheets and Workbooks, Creating Formulas and Functions, IF, VLOOKUP and HLOOKUP, Data analysis (Conditional formatting, filtering, sorting, PivotTables and charts), Page setup and printing</p> <p>Database Applications (MS Access and MySQL) Introduction to MS Access and MySQL, Creating Tables & Setting up Properties, Queries, Creating Forms & Reports</p> <p>Presentation Applications (MS PowerPoint and Google Slides) Working with Presentations & Slides, Adding Pictures & Contents to Slides, Adding Shapes, Diagrams, Charts, Video, Audio, Applying themes, Adding custom animation, Using slide transitions, Adding multimedia and SmartArt presentations, Managing multiple presentations</p>	

Teaching and Learning Methods/Activities	Lecture, Laboratory practical, Discussion												
Evaluation	Formative assessment (In-course): 40%	Summative Assessment: 60%											
	Two Assessments: 2 X 10% Two Assignments: 2 X 10%	Theory: 30% Practical: 30%											
Evaluation Procedure and Examination for Certificate Course Basic ICT Skills	The evaluation of the course has two components: Formative and Summative Assessments.												
	<u>In-Course Assessment: Formative Assessment</u>												
	Forty percent (40%) of the marks will be given for the in course assessment. In case of repeat candidates or an absentee, marks obtained for in course assessment shall be carried forward for the next course examination.												
	<u>End of Course Evaluation: Summative Assessment</u>												
	End of course evaluation (60%) shall be conducted at the end of the course duration. The duration of the examination shall be 3 hours.												
	Eligibility Requirements to sit for the End of Course												
	<ul style="list-style-type: none"> • All students are required to satisfy the 80% attendance. • Student who fails to sit for an examination shall be given a symbol (AB) absent for the examination. 												
	<u>Valid Reasons for Absence from an Examination</u>												
	Permission may be granted only if the student absence is due to valid reason such as serious ill health or any other case which is accepted by the Senate. If excuse granted to a student he/she should sit the examination on the next immediate occasion.												
	Repeating a course unit												
<ul style="list-style-type: none"> • A student who obtains a less than 45 marks shall repeat the course in subsequent course duration. 													
<u>Grading System</u>													
Final grade of the course shall be determined by the following table.													
<table border="1" data-bbox="507 1809 1129 2029"> <thead> <tr> <th>Range of marks</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>80 -100</td> <td><u>A+</u></td> </tr> <tr> <td>75 - 79</td> <td><u>A</u></td> </tr> <tr> <td>70 - 74</td> <td><u>A-</u></td> </tr> <tr> <td>65 - 69</td> <td><u>B+</u></td> </tr> <tr> <td>60 - 64</td> <td><u>B</u></td> </tr> </tbody> </table>		Range of marks	Grade	80 -100	<u>A+</u>	75 - 79	<u>A</u>	70 - 74	<u>A-</u>	65 - 69	<u>B+</u>	60 - 64	<u>B</u>
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60 - 64	<u>B</u>												

55 - 59	<u>B-</u>
50 - 54	<u>C+</u>
45 - 49	<u>C</u>
40 - 44	<u>C-</u>
35 - 39	<u>D+</u>
30 - 34	<u>D</u>
00 - 29	<u>E</u>

Awarding the Certificate course

A student deemed to have qualified for the award of certificate in English

- He/she obtains a minimum 45 marks in the final evaluation of the course.
- A student who obtains B+ or above grade shall be awarded merit pass.

The Effective Date

The effective date of the certificate course shall be the last date of the final examination, and for a repeat candidate, the effective date shall be the last date of the examination in which he/she appears as a repeat candidate.

Recommended Readings:

Carey, P., Pinard, K. T., Shaffer, A., Shellman, M., & Vodnik, S. (2019). *New Perspectives Microsoft Office 365 & Office 2019 Introductory*. UAS: Cengage Learning.
ITL Limited ITL Education Solutions Limited (2012). *Introduction to Information Technology* (2nd ed.). India: Pearson.

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Approval of Management Committee: