# VAC Headings

1. **Duration of Course:** 30 hours

2. **Target Participants:** All graduates

3. **Course Contents:** Enclosed

4. **Course Fee:** 500/- per participant

5. **Method of Conducting the Course:**
   - Didactic lectures – 10 hours
   - Hands on training and assessment – 20 hours

6. **Scheme of Examination:**
   - Completion of 2 assignments
   - Multiple choice questions to evaluate the knowledge at the end of the course.

   **Note:** The certificate will be provided only to those candidates who have secured more than 60% marks.

7. **Feedback:** Online Google Form

8. **Criteria for Completion:** The student must have attended at least 80% of the lectures and have secured more than 60% marks in the assignments and MCQ exams.

**Computer Proficiency**

## Course Objectives:
- Use the basic vocabulary and terminology related to computer and word processing
- Open, save and format a basic document
- Type a simple note or a letter using Microsoft Word
- Perform basic format and editing on a word document
- Create tables and calendars
- Use different basic computer language software and programs to practice English and typing skills

## Course Outcome:
- Set up logical storage locations on your hard drive so that you can easily store and retrieve information.
- Manage your MS Outlook files by using tools such as archiving, storage folders and message rules.
- Create a word document and navigate your way around the basic applications.
- Create an excel workbook and navigate your way around the basic applications.
- Create a professional email signature and learn how to edit and update it with important and timely company information.
- Create and present a basic PowerPoint presentation complete with headings, bullet points and pictures.

## MODULE I:
### Managing Your PC and MS Outlook
Managing Your PC: This session will give you a basic overview of how the storage folders work on your computer's hard drive. You will learn to create logical storage folders and also learn how to search for files using Windows Explorer. MS Outlook Management: Storage Folders, Creating New Folders, View Options, Archiving, Creating a Professional Email Image: Create an email signature that encompasses your corporate image, Learn to access and update your signature so that you can make timely changes such as seasonal company messages and offers.

## MODULE II:
### Navigating Word
Time Management Outlook Calendar Scheduling appointments Meeting requests Creating tasks Navigating your way around a word document Important Tools Navigating the applications Customization, Creating a word document (from a template)Building the document Inserting a picture Inserting a table Editing a table Copy & paste text Printing the document.

## MODULE III:
### Navigating Excel
Navigating your way around an Excel workbook, Important Tools Navigating the applications customization Creating a workbook, Using Quick Fill Auto Sum Basic Formula's General Formatting Sorting Data Filters Creating a chart Print Set Up Printing the document Sending a workbook through email.

**MODULE IV:**
**Creating a PowerPoint Presentation**
Participants will learn to (and go through process of) Less is better, Important Tools, Navigating the applications, Customization, Creating slides (including a slide master), Creating bullet points, Inserting graphics, Inserting spread sheets, Edit options, Using layout to organise content Animation, Delivering the presentation – Running slide show Presentation View.

**MODULE V :**
**Database Management with MS-Access**
Introduction to Databases Starting Access 2007 The Getting Started Page and Opening a Database What's New in Access 2007 Understanding the Access Program Screen Understanding the Ribbon Using the Office Button and Quick Access Toolbar Using Keyboard Commands Using Contextual Menus Using Help Database Basics Working with Database Objects Tour of a Table Adding, Editing and Deleting Records Tour of a Form Tour of a Query Tour of a Report Previewing and Printing a Database Object Selecting Data Cutting, Copying and Pasting Data Using Undo and Redo Checking Your Spelling Using the Zoom Box Exiting Access 2007.

**Reference Books**:
1. Gill, Nasib S.: Essentials of Computer and Network Technology, Khanna Book Publishing Co., New Delhi.
2. Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co., New Delhi.
3. Chhillar, Rajender S.: Application of IT in Busines s, Ramesh Publishers, Jaipur.
4. Davis: Introduction to Computers, McGraw -Hill Publishers.
5. V. Rajaraman : Fundamental of Computers, Prentice-Hall India Ltd., New Delhi.
6. Learning MS-Office2000 by R Bangia (Khanna Book Pub)
7. Teach yourself MS -Office by Sandlers (BPB Pub).

*Duration of VAC:* The duration of value added course should not be less than 30 lectures.

*Passing Requirement and Grading:*
- The passing requirement for value added courses will be 60% of the marks prescribed for the course.
- A candidate who has not secured a minimum of 60% of marks in a course shall reappear for the course in the next semester/year.
- The grades obtained in VACs will be included for calculating the CGPA.

*Course Completion:*
- Learners will get a certificate after they have registered for, MCQ exam (having 30 multiple choice questions) and successfully passed.
- The students who have successfully completed the Value Added Course shall be issued with a Certificate duly signed by the Authorized signatories.