| Course | Hours | Topic | Duration |
|---|---|---|---|
| Module 1 | 6 hours | Work Smarter with Microsoft Word | 6 Months (30 Hrs.) |
| Microsoft Office | | Work Smarter with MS Power Point | |
| | | | |
| Module 2 | 4 hours | Work Smarter with MS Excel | |
| | 4 hours | Work Creative with MS Paint | |
| | | | |
| | | | |
| Module 3 | 4 hours | How to make a business online | |
| Fundamentals of Digital Marketing | 5 hours | Make it easy for people to find a business on the web | |
| | | | |
| Module 4 | 7 hours | Reach more people locally, on social media or on mobile | |
| | | customers with advertising | |
| | | Sell products or services online | |

**Objectives:**
Provide technical skills which help them to explore and create various sheets.
Execute their learning in a practical sense.
Boost student engagement and motivation
Learn critical and analytical thinking, problem solving skills, and to communicate ideas effectively.

**Learning Outcomes**
Gain a basic understanding of computer hardware and software.
Demonstrate problem-solving skill.
Work with Microsoft Word effectively.
Use and creative work of MS Power Point.
Use of MS Excel properly, correctly and confidently at your workplace.
Implement as a job-searching tool.

**SkillsGain:**
**MS Word**
Creating word documents.
Dynamic page layouts.
Text formatting.
Inserting images and bookmarks.

**MS Power Point**
Add and record audio.
Insert music to time with slides.
Add and record video.
Inserting pictures.
Inserting graphs and diagrams.
Add sound effects to an animation or hyperlink.

## MS Excel

Excel Functions (Basic)

Charts.

Sorting Data.

Find and Replace Option.

## Work Creative with MS Paint

MS Paint can be used to draw, color and edit pictures, including imported pictures from a digital camera for example.

## Fundamentals of Digital Marketing

Digital Business and Digital Design

Digital Marketing and Social Media.

**References:** 1. Rapidex Computer Course - computer learning
(English, Mixed media product, Pustak Mahal Editorial Board)
2. Hacking (English, Paperback, Bothra Harsh)
3. CCC (Course on Computer Concepts) Study Guide (English, Paperback, unknown)
4. Super Speed Computer Course (Hindi, Book, Johri Shashank)

**Examination Pattern**: 1. MCQs 50 marks.
2. Practical 50 marks.
3. Marks are converted into grade points on certificate.

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