

SHRI JAIN TERAPANTHI COLLEGE

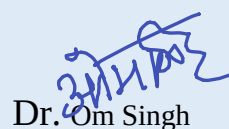
Ranawas, Pali, Rajasthan

Date: 07.07.2021

CURRICULUM FOR ADD ON CERTIFICATE COURSE IN INFORMATION & COMPUTER APPLICATION

Information & communication Application (ICA) skills are the abilities that allow to use information & communication Application (ICA) efficiently. ICA skills are important for many aspects of modern life.

S. No.	Details	Duration
1.	Definition and basics of ICA skills, techniques	1hr
2.	Introduction about ICA Tools and Devices like computers, CPU, smart mobile phones, smart boards, white boards etc.	1hr
3.	Introduction and use of spreadsheets	2hrs
4.	Introduction and use of Software – MS word, Excel	10hrs
5.	Creation of Google forms	2hrs
6.	Preparation of Power Point Slides	5hrs
7.	Creation of Videos using power point slide	5hrs
8.	Preparation of various types of graphs using excel sheet	2hrs
9.	Functions and use of smart phone during internship	3hrs
10.	Presentation using audio-visual aids	5hrs
	Assessment of learning by students will be in form of grades awarded by teacher-in-charge	
	Total	36hrs



Dr. Om Singh

Director

College Coordination Committee