

Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)
Basics of computer	Mandatory	02
Windows	Mandatory	04
MS Office	Mandatory	12
Spread Sheet	Mandatory	12
Communicating using Internet	Mandatory	02
Web Browser	Mandatory	02
Communication and Collaborations	Mandatory	04
Making small presentation	Mandatory	02
Theory/ Lecture Hours		40
Practical / Theory / Lecture Hours		40
Total Hours		80

Detailed Curriculum

Detailed Curriculum Name of : Certificate Course on Office Automation

Unit of Qualification

Duration : 80 Hours

Topics : Basic Computer Knowledge, Windows, MS Office Package, Internet and its Communication

Performance Criteria(OUTCOME) No.	Contents	Hrs.
OUTCOME 1: Student will able to understand basic computer operations and also know the components and peripherals 'of computer	Basics of computer	02
OUTCOME 2: Student will understand functionality of operating systems and its application software.	Windows	04
OUTCOME 3: Student will able to do prepare documents, letters and do formatting using word application	MS Office,	12
OUTCOME 4: Student will carry out accounts maintenance for day to day activities using spread sheet	Spread Sheet	12
OUTCOME 5: Student will know the basics of internet and how to send emails.	Communicating using Internet	02
OUTCOME 6: Student will understand how to surf in web browsers.	Web Browser	02
OUTCOME 7: Student will able to do networking concepts related to internet	Communication and Collaborations	04
OUTCOME 8: Student will able to do presentation.	Making small presentation	02
Theory / Lecture Hours		40
Practical / Theory / Lecture Hours		40
Total Hours		80