



ST. DOMINIC'S COLLEGE, KANJIRAPALLY

AFFILIATED TO MAHATMA GANDHI UNIVERSITY KOTTAYAM

RE-ACCREDITED WITH A GRADE BY NAAC

ABSORB & RADIATE



ADD-ON COURSES 2021-22 BROCHURES AND SYLLABUS



St. Dominic's College Kanjirapally

Postgraduate Department of Mathematics

ADD-ON COURSE

Typesetting in LaTeX

INTRODUCTION

LaTeX is a document preparation system for high-quality typesetting. LaTeX (pronounced LAY-tek or LAH-tek) is a software system used to create professional-looking documents. It is based on the WYSIWYM (what you see is what you mean) idea, meaning you only have to focus on the contents of your document and the computer will take care of the formatting.

At the end of this course, participants will be exposed to enough knowledge to produce well-drafted LaTeX documents.

ASSESSMENT

Practical examination and assignments

COURSE OBJECTIVES

- To introduce LaTeX as an alternative document preparation system.
- To expose participants to the basics of document preparation using LaTeX.
- Learn to prepare LaTeX documents and project report.

COURSE DURATION

- 30 hours (20 hours theory classes and 10 hours practical sessions)

COORDINATOR

PROF. ANU JOY

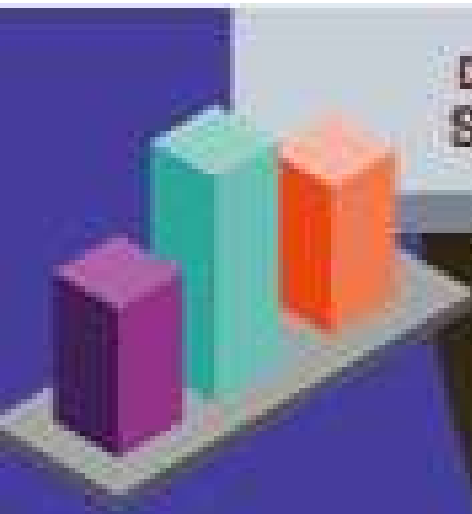
DEPARTMENT OF MATHEMATICS



9446786700



anujoy@sdck.in



ADD ON COURSE IN R PROGRAMMING

RESOURCE PERSON

DR. NAIJU M THOMAS

9961674771



R is a programming language and free software environment for statistical computing and graphics. It is widely used among statisticians and data miners for developing statistical software and data analysis.

Target Group:

1 AASc Mathematics , 2nd B.Sc
Mathematics & Physics students

R Programming - Syllabus

Module – 1

10 hours

R as a calculator- basic mathematical operations such as addition, subtraction, multiplication, division, exponents, factorial, combination. Data sequencing. Basic matrix operations- data entry, order, transpose, addition, scalar multiplication, product of matrices, determinant, inverse, eigen values and eigen vectors

Module – 2

8 hours

Measures of central tendency- arithmetic mean , median , mode, geometric mean and harmonic mean. Measures of dispersion- range, quartile deviation, mean deviation and standard deviation (for simple data, ungrouped frequency data and grouped frequency data)

Module – 3

7 hours

Different measures of skewness. Measures of kurtosis. Raw moments and central moments, Correlation between two variables. Simple linear regression.

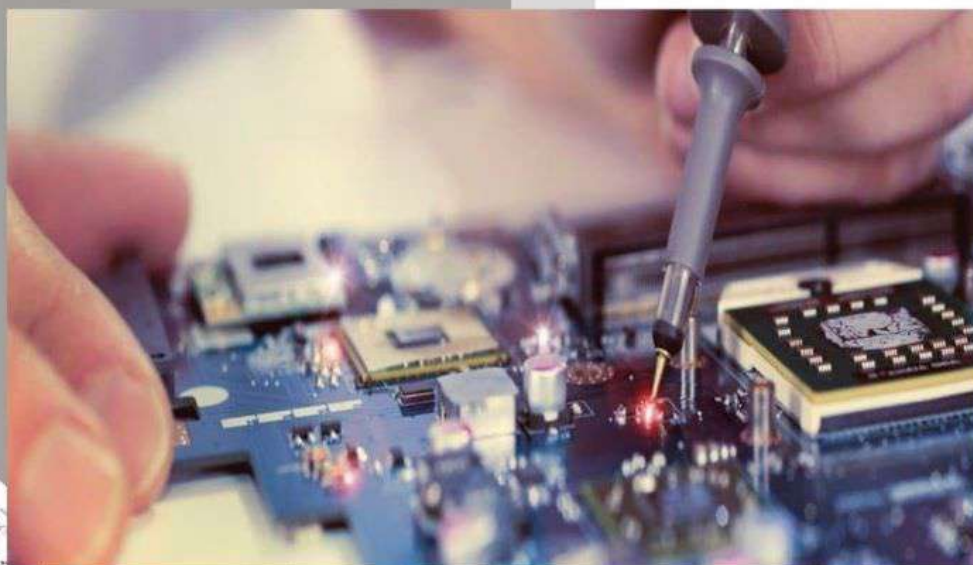
Module – 4

5 hours

Diagrammatic representations- scatter diagram, bar diagram, histogram, box plot, pie diagram. Computation of probability using Binomial distribution, Poisson distribution, Normal distribution.

Add on course

ELECTRICAL SAFETY AND MAINTENANCE TRAINING



COURSE OBJECTIVES:

- Hands on training in maintenance of electrical machines.
- To have basic knowledge of electrical instruments.

Who can join:

- Students enrolled in BSC physics Course

COURSE CO-ORDINATOR: DR. VIMAL G

**DEPARTMENT OF PHYSICS
ST. DOMINIC'S COLLEGE KANJIRAPALLY**

No Registration fee.

Course Duration: 30 Hrs

CALL TO REACH US

91 9747321998

**9.569199235322069,
76.81817249503463**

Department of Physics
St. Dominic's College Kanjirappally
Syllabus of add-on course
Electrical Safety and Maintenance Training

Course Objectives:

To learn safety measures from electrical hazards.
To have basic knowledge of electrical instruments.
Provide hands on training in maintenance of electrical machines.
Provide basic knowledge of energy conservation and renewable energy sources

Course Contents

Module 1:Electrical wiring

9 hrs

Basic electricity, Circuits, conductor, insulator, semi-conductor, Tools and instruments, earthing, Electrical accessories, wiring types, ISI safety, Health and Safety, PPE, polarity testing, earth testing methods, Types of Fuse & MCB

Module 2: Electrician

12 hrs

AC - DC concepts, DC generator, alternator, types of alternator, DC motor, AC motor, single phase induction motor, transformer, Electrical home appliance working, Dismantle and assemble following domestic appliances. a) Iron box b) Mixer grinder/ Power drilling machine. c) Single phase motor. d) Ceiling and table fans, installation and general maintenance of the house hold electrical appliance, fault finding and repairing.

Module 3: Transmission and distribution

3hrs

Power generation, Power transmission, Safety and Statutory Regulations, Load Dispatch and Communication, Power distribution

Module :Energy efficiency and conservation methods

3hrs

Energy sources, Electric power transmission, Thermal rating calculations, controlling over-voltages, Electrical ECMs

Renewable and Nonrenewable energy

3hrs

Renewable energy (Nuclear – Oil - Natural gas), Nonrenewable energy (Solar – Wind - Water also called hydro), solar power generation and installation

Course Outcomes:

1. Understands the concept of electrical safety.
2. Learns basics of electrical circuits
3. Have knowledge of electric home appliances and their maintenance
4. Obtain practical skills of basic instruments and working of circuit
5. To have knowledge of energy conservation techniques and renewable energy sources



ADD ON COURSE 2021-2022 MUSHROOM CULTIVATION

POST GRADUATE DEPARTMENT OF BOTANY

ST. DOMINIC'S COLLEGE, KANJIRAPALLY

For UG and PG Students



Classes: both online and offline mode.
Included Theory and Practical.

Mode of Evaluation: Objective type (MCQ)

Award of Certificate : 40% mark, 70%
attendance in practical and Hands-on training.

For more details

Contact: Co-ordinator
Dr. Sallykutty Thomas
Mob. 9747550096

Mr. Michael Thomas
Head of the Department

ST. DOMINIC'S COLLEGE, KANJIRAPALLY
POST GRADUATE DEPARTMENT OF BOTANY 2021-2022
ADD ON COURSE: MUSHROOM CULTIVATION

Total Hours: 30

SYLLABUS

The programme is designed with the following objectives

To understand the significance and nutritional values of mushrooms.

To familiarize the students with common edible and poisonous mushrooms.

To provide basic training in mushroom cultivation.

To promote mushroom cultivation for an employment opportunity.

To equip the students to choose an additional income source.

Module 1: Introduction (4 hrs)

Unit i. History of Mushrooms, significance, types, nutritional values, edible and poisonous mushrooms.

Unit ii. Mushroom morphology, structure of a typical mushroom, occurrence, natural habitats.

Module 2: Cultivation of Edible Mushrooms (10hrs)

Unit i: Basic requirements of cultivation of edible mushroom- *Pleurotus* spp. Preparation of spawn, substrate preparation, spawning, spawn running, cropping/harvesting.

Unit ii: Mushroom processing and preservation-Drying, canning, salting, Pickling

Module 3: Construction, maintenance and management of Mushroom Shed (6hrs)

Unit i. Construction of mushroom shed, requirements, maintenance of temperature and humidity.

Unit ii: Management- moulds and diseases, control measures.

PRACTICALS: (10hrs)

Study the morphology of Mushroom

Study the structure and life cycle of a typical Mushroom

Preparation of spawn substrate.

Demonstration on polybag bed preparation using paddy straw.

Demonstration on Oyster (*Pleurotus spp.*) mushroom cultivation.

REFERENCES

- Estelitta S (2016). Packages of Practices Recommendations: Crops 2016.15th edition Directorate of Extension, Kerala Agricultural University, Thrissur.
- James M J (2005). Modern food Microbiology, CBS Publishers and Distributors.
- Kaul T N (2002). Biology and Conservation of Mushroom, Oxford and IBH Publishing Co.
- Pandey R K, S K Ghosh (1996). A Hand Book on Mushroom Cultivation. Emkey Publications.
- Pandey B P (1996). A text book of Fungi. Chand and Company New Delhi.
- Pavel Kalac (2016). Edible Mushrooms, Chemical composition and Nutritional Value, Elsevier book aid International.

ST DOMINIC’S COLLEGE KANJIRAPPALLY

DEPARTMENT OF HISTORY

ADD- ON COURSE

COURSE TITLE : CULTURAL HERITAGE CONSERVATION AND MUSEUM MANAGEMENT

COURSE DESCRIPTION

Cultural Heritage Conservation and Museum Management is an interdisciplinary course which is designed to accommodate various disciplines in conservation and management and covers a wide range of topics, such as the conservation of built heritage and museum collections, heritage presentation and interpretation and risk management in cultural heritage. The programme is delivered primarily in English with 30 hours of total credit. The main aim is to make History graduated capable in producing comprehensive management plans for cultural heritage.

COURSE OUTCOMES

- Demonstrate both broad knowledge about the field of heritage conservation and in-depth
- Knowledge about problems related to the preservation of cultural heritage objects
- Interpret and discuss scientific data relevant to the focus area in the light of current research findings.
- Account for materials, techniques and methods in the focus area.

GRADING PERCENTAGE

1. Attendance – 30 %
2. Assignment Submission -20 %
3. Final Test -50 %

MODULAR STRUCTURE

Total Hours: 30

MODULE 1

Heritage – Concepts- and Issues- Heritage Values -Cultural Heritage- Definition – Types- components and Evolution of Heritage Management.

MODULE 2

Methods of Heritage Management – Documentation – Conservation and Preservation – Use of Interdisciplinary approach in conservation- Heritage sites and their conditions- Global, regional and local- involvement of indigenous people in Heritage Management

MODULE 3

Introduction to Museology, Development of Museums in World- History of Museums in India- Major Museums in India- Types of Museums- Museum Objects

MODULE-4

Museum setting- lighting- moisture management- labels and descriptions- Use of Audio and Video- Tourism and Scope of Museum – Staff requirements in a Museum- Museum Display.

Add-On Course

ENGLISH COMMUNICATION SKILLS

Course Outcome:

The course is designed to equip students with necessary communication skills in English, with a focus on building their confidence in Listening, Speaking, Reading and Writing capabilities. Activity-oriented sessions are devised to assist them in real-life interactions with ease of articulation. The course also serves as a complementary programme to the First Year Undergraduate Syllabus, with its curriculum based on skill enhancement.

Module I

Speaking Skills

Objective: This module aims to improve the speaking skills of students by familiarizing them with the basics of phonetics and other technical aspects of conversing in English. The activities compiled will encourage the students to communicate in Standard English and ensure ample practise for group and interpersonal interactions.

Activity 1

Group Discussion (T&P)

Students are divided into groups and each group is given a topic and time for preparation, after which they start discussing the respective topics in their groups for a fixed time where it is mandatory for all the group members to speak.

Activity 2

Role Play (P)

Students are divided in pairs and are given a particular situation and roles to converse in.

Activity 3

Shipwreck (P)

Individual activity where each student is allotted a famous personality to impersonate and convince a wrecking ship's captain in order to save their life.

Activity 4

Wait a Minute (P)

Individual speaking activity with a condition to switch attitude between boasting and humble attitudes when demanded.

Activity 5

Presentation (T&P)

Students are given instructions beforehand on how to prepare and present a topic in class, according to which each student chooses a topic of their interest and present it to the class in 5 minutes.

Module II

Writing Skills

Objective: This module aims to improve the writing skills of students by introducing them to basic writing formats and their efficient usage. The activities included in the module also expose them to varied forms of Creative Writing.

Activity 1

Weave a Story (P)

Write a story in groups or individually by connecting given key words and present it to the audience afterwards.

Activity 2

Translation (P)

Students are given excerpts from Malayalam literature to translate focusing on doing justice to the content and present to the class.

Activity 3

Basic Writing Formats (T)

Basic formats of Letter, Essay and Report writing are introduced with examples.

Activity 4

Letter Writing (P)

Individual activity to write a letter assuming to be the student's future self to the present self.

Module 3

Listening Skills

Objective: This module aims to equip the students with skills to comprehend conversations in English with the help of audio resources featuring different environments.

Activity 1

Listen and Answer (P)

Audio files are played following with questions based on the audios to assess and improve the comprehensive capability of students.

Activity 2

Phonetics for Beginners

A lecture on basics of Phonetics and Para-linguistics to enhance listening as well as speaking and reading capabilities.

Activity 3

Live Report (P)

An audio is played and students are asked to report what is happening in the audio in the form of news, in groups.

Activity 4

Guess Who?

Group activity where students guess the personality or event in question based on clues that are being read out by the instructors.

Module IV

Reading Skills

Objective: This module aims to enable students to comprehend and analyze passages with the help of literary and technical excerpts.

Activity 1

Reading Comprehension (T&P)

Students are provided with passages to read and comprehend, following which they have to answer questions based on the passage.

Activity 2

News Reading (T&P)

Individual activity to read out newspaper articles in English that are provided to the students, in news reading format.

Activity 3

Recitation (P)

A poem or drama excerpt is recited, following which students either individually or in groups recite the excerpt.

Activity 4

Guess the film from the plot (P)

Plots of famous movies are handed over to students in groups. Each group reads out the given plot one by one where all the group members have to read taking turns. The other groups have to guess the movie from the plot.

Module V

Everyday English

Objective: This module aims to aid the student with verbal skill sets necessary for daily communication in varied contexts. It also intends to instruct how to avoid common errors in the usage of English language, along with assisting them to develop an interest in enhancing vocabulary.

Activity 1

Common Errors in English Language Usage (T&P)

Lecture followed by exercises on how to avoid common errors in the usage of English language.

Activity

Quordle/Crosswords (P)

Word game to enhance vocabulary by guessing the correct word according to the clues given.

Activity 3

Expressions in Conversational English (T&P)

Lecture and Practice with common expressions used in conversational English to assist the students with daily communicative requirements.



ST. DOMINIC'S COLLEGE, KANJIRAPALLY

(Affiliated to Mahatma Gandhi University)

Re- accredited by NAAC with A grade

RESEARCH & P G DEPARTMENT OF COMMERCE

**ADD ON COURSE
ON
COMPUTERIZED
ACCOUNTING**

2021-22

BENEFICIARIES:

**FINAL YEAR
DEGREE
STUDENTS**

FACULTY



Ms. REEMA ABRAHAM

**Assistant Professor
Commerce Department
(Self - Financing)**

TOTAL HOURS : 45 (THEORY & PRACTICAL)

FOR ENQUIRIES: 9745913111

COMPUTERISED ACCOUNTING

TALLY ERP.9

Objective:

- To equip the students to meet the demands of the industry by mastering them with industry sought after computerised accounting packages.
- To expose the students to computer applications in the field of accounting.
- To develop practical skills in the application of Tally accounting package.

MODULE – 1 Introduction to computerised accounting: – Tally 9 - Features of Tally – Screen components-Creation of Company- selecting a company – altering/ modifying company creation details – Deleting a company – F 11 Features – F 12 Configuration.

MODULE - 2 Accounts and Vouchers – account groups – pre-defined groups – creating single & multiple groups – creation of primary account groups – creating ledger accounts in single & multiple – displaying, altering and deleting account groups and ledgers – Accounting vouchers- entering transactions in accounting vouchers – bill wise details - altering and deleting a voucher entry – creating new voucher types
– bank reconciliation statement - creating budget - generating reports .

MODULE - 3 Accounts with inventory – enabling F 11 and F 12 - stock category – stock group – single/multiple creation of stock category and stock group – creation of units of measurement – creating single/multiple stock items – creating godowns - displaying, altering and deleting stock groups, units, items and godowns – cost centre, purchase / sales orders - Inventory vouchers - using inventory vouchers – using accounting vouchers with inventory details (invoice mode) - advanced security control – back-up and restore – inventory reports – stock summary - inventory books – statement of inventory.

MODULE - 4 Accounting with Tax – F 11 & F 12 settings for taxation – GST – GST terminologies – computation of GST – ledgers and vouchers pertaining to GST, GST – forms and Reports in GST.

MODULE -5- Payroll Accounting

DEPT. OF COMMERCE (SF)
ST.DOMINIC'S COLLEGE
KANJIRAPPALLY

INAUGURATION
OF

CAREER ENRICHMENT SKILLS

**A TWO YEAR INNOVATIVE
CERTIFICATION PROGRAMME**

FACULTY IN CHARGE

PROF. JC KAPPEN

Tuesday 9th November 2021 @ 10.45 am

by

*Very Rev.Fr. Varghese Parinthricksal
(The Manager)*

Welcome : Dr.Jojo George (Director)

Presidential Address : Dr.Seemon Thomas (Principal)

Vote of Thanks : Ms.Manjusha SG (Hod)

Get the boost you need to achieve academic success

DEPARTMENT OF COMMERCE(SF)
CAREER ENHANCEMENT SKILL – ADD ON COURSE
SYLLABUS

Module 1:

Communication skills 1: The basics

Topics to be covered:

- i. Understanding the communicative environment-I
- ii. Understanding the communicative environment-II
- iii. What to listen for and why
- iv. When to speak and how
- v. Starting and sustaining a conversation

Module 2:

Communication skills 2 : Presentation and interaction

Topics to be covered:

- i. What to present and how – I
- ii. What to present and how – II
- iii. Multimedia presentation: Understanding the basics
- iv. Communication styles
- v. Speaking in groups

Module 3:

Communication skills 3: Visual, nonverbal and aural communication

Topics to be covered:

- i. The world of visual culture
- ii. Visual perception
- ii. The aural: Its relevance and impact
- iv. The body and the way it communicates
- v. The face, its expressions and what it says

Module 4:

Interpersonal communication 1: Individuals, groups and cultures

- i. Building Relationships
- ii. Understanding Group Dynamics- I
- iii. Understanding Group Dynamics- II
- iv. Groups, Conflicts and their Resolution
- v. Social Network, Media and Extending Our Identities

Module 5:

Essential and vocational skills: survival strategies

- i. Managing time
- ii. Managing stress
- iii. Resilience
- iv. Work-life balance
- v. Applying soft-skills to workplace

DEPARTMENT OF B.VOC. PROGRAMMES – ST. DOMINIC’S COLLEGE
KANJIRAPALLY

CERTIFICATE COURSE - ANNAM BRAHMA

INTRODUCTION

The certificate course Annam Brahma is a consortium of various agricultural and food processing technologies. The topics covered in the course help students to lead a healthy, entertaining, happy and successful life. The course includes 17 hours of theory and 15 hours of activity oriented classes on home gardening, vegetable cultivation, preservation & value addition, baking, home budgeting, waste management and safe plant protection measures benefiting the students in their entire life. The theory classes will be in online mode and the activities designed for various topics will be conducted at the college.

INTENDED AUDIENCE

All students of St Dominic’s College, Kanjirapally undergoing UG programs in various departments can join the certificate course. The online and offline classes will be in the afternoon and on holidays without hindering normal classes. The activities proposed are to be conducted in the B Voc workshop and the cultivation area of college campus.

REGISTRATION AND FEE

The students interested in the topics need to register their details in the google sheet provided and are permitted to join the watts app group ‘Annam Brahma’ for more information regarding the classes. Students of St Dominic’s College Kanjirapally are free to register and attend the theory online classes, but those who want completion certificate and participate in the activities have to remit Rs 1000/- [Rupees one thousand only] at B Voc department. The fee includes the various expenses involved in conducting activities and for exam registration.

CRITERIA FOR CERTIFICATE

Average attendance of 70% in online classes and activities is a prerequisite to attend the exams. The evaluation process will be having a morning session of 3 hours theory exam and an afternoon session of 2 hours group activity. Those who secure 50% marks and above in evaluation will be eligible for a certificate mentioning the details of course and grade secured.

COURSE LAYOUT

Theory classes- Online/offline [1 Hours each]

1. Home garden designing- Various components of home garden, importance of good plan & design, layout and construction of flower beds.
2. Layout out of Lawn & Lilly ponds in home and its maintenance.
3. Nutritional Garden – Importance, different categories and layout to meet our food & health status of our family.
4. Rain shelter & Drip kit installation for year-round supply of safe vegetable for a family.
5. Nutraceutical – Identify nutritive foods suited to our living status and design a healthy & balanced menu for our family.
6. Minor fruits cultivation in our courtyard – Importance of raw fruits in our diet, year-round supply and better utilization of our space available for fruits.
7. Mushroom cultivation – different mushrooms, preparation of mushroom beds, maintenance and harvest.
8. Value addition of fruits – Preparation of squash, Jam, Jelly, sauce, Soft drinks and its safe preservation.
9. Home baking – principles of Bread making, different cakes and biscuits.
10. Apiculture – different honey bees, maintenance of bee hives at home garden.
11. Vermi-composting and other waste management techniques for production of good manures at home.
12. Spicy home- Adorn our house in spicy way – cultivation of essential spices in our home garden.
13. Home budgeting - Different aspects involved in good home budget, importance of accounting in home.
14. Processing of milk to homemade dairy products – puddings, peda and chocolates.
15. Vegetative propagation in garden plants and fruit plants- simple budding, layering & grafting techniques.
16. Integrated Nutrient Management [INM] for sustainable agriculture- balanced manuring, use of bio fertilizers.
17. Integrated Pest Management [IPM] for good agriculture production- importance of traps, preparation of safe plant protection agents.

Activities – at college workshop [2 Hours each]

1. Layout of Lawn and flower beds
2. Layout of garden ponds and walk ways.
3. Value added products of Jack fruit.
4. Grow bag filling and Drip kit installation
5. Baking cake and Cookies.
6. Preparation of mushroom beds.
7. Preparation of Jam& squash.

8. Construction of portable pandal & rain shelter.
9. Preparation of healthy drinks & wine.
10. Budding and grafting practice.
11. Preparation of safe & Eco friendly plant protection agents.
12. Installation of vermi-bed for vermi composting.
13. Installation of light, sticky, pheromone traps for pest control.
14. Preparation of Panchagavya, microbial consortium.
15. Homemade puddings, peda and chocolates.

FACULTIES & COURSE - IN – CHARGE

The course - in - charge will be Mathew Zacharias, Nodal Officer, Department of B.Voc Programs, St Dominic's College Kanjirapally, and all the faculties of the B Voc department will be conducting theory classes and activities in their respective subjects.

CONCLUSION

The certificate course is designed as an add on course to UG students of St. Dominic's College Kanjirapally to develop in them a basic knowledge of good agricultural practices along with the academic programs. The certificate issued from the institution will be of much value as it will be reckoned greatly for their career prospects. The technical know-how and the practical experiences thus obtained will be of much help for them in their future.

S D College Add on Course [2022-2023]

MS Office 2013 Syllabus

Total Duration: 35 Hrs.

Common Course Content:

MS WINDOWS, COMPUTER BASICS [05Hrs.]

- **Course on WordPad:**

Open WordPad [start-run-WordPad], Type with a new document, editing a file, save.

- Computer Basic, Creating Folder
- Directories, input units, Output unit
- Central Processing Units,
- What is Hardware, what is Software?
- Windows short cut keys.

Course on Advanced Excel 2013

Course Duration: 06 Hrs.

Course Curriculum:

Introduction to Excel >> Essential worksheet operation
>>Working with cells and ranges>>worksheet formatting
>>working with formulas and functions

>>Data sorting and filtering >> Charts and tables
>>Working with data >>VBA Macro.

Course on MS Word 2013

Course Duration: 08 Hrs.

Course Curriculum:

BASICS OF A DOCUMENT

- Starting a New Document 2013
- File Tab [Different groups under file tab]
- Home Tab >>Cut, Copy, Paste, Format Painter>> Font Group
>> Alignment of text >> Paragraph >> Find and Replace >>Fill colour.
- Applying Styles
- Using pictures
- Insert Tab [Cover page, table, picture, shapes, links, and symbols]
- Using Smart Art
- Using Chart
- Design Tab [watermark, page borders, page color]

EDITING/FORMATTING THE DOCUMENT

- Using Text Box
- My App and store
- Header and Footer

- Adding Signatures
- Objects >>Grouping Multiple Objects>>Wrapping the Text
- Setting up the Page >>Page Size>> Columns>> Page Breakup >>Indent spacing>>Hyphenation.

VIEWING/FINALIZING THE DOCUMENT

- Reference
- Citation and Bibliography
- Mail Merge
- Reviewing the Document
- Comments
- Viewing the Document [Creating and view Macros]

PRINTING/CLOSING THE DOCUMENT

- Printing the Document
- Saving the Document
- Closing the Document
- Bio data preparation .

Course on MS Excel 2013

Course Duration: 08Hrs

Course Curriculum:

BASICS OF CREATING A NEW WORKBOOK

- Introduction to MS Office

- Entering Data in the cell
- Inserting Rows and Column
- Insert and Delete Worksheet
- Number Format

EDITING/FORMATTING A WORKBOOK

- Insert Tab>>Tables >>Pictures >>Slicer>> Hyperlink >> Header and Footer
- Charts >>Column chart – 2D and 3D >> Bar Chart >> Pie Chart>>Scatter Chart>>Combo Chart >>Line Chart
- Data Tab
- Sort and Filter
- Flash Files 2013
- Data Validation
- Remove Duplication
- Page Layout

FUNCTIONS

- Formulas
- Review >>Spelling, Research, Thesaurus >> Comment
- View Options
- Freeze Panes PRINTING/ SAVING A WORKBOOK

- Saving the Workbook
- Recovering an unsaved workbook
- Closing the Workbook.

Course on MS PowerPoint 2013

Course Duration: 08 Hrs

Course Curriculum:

CREATE A BASIC PRESENTATION

- Introduction about PowerPoint 2013
- The Quick Access Toolbar
- Opening an Existing Presentation
- Slides
 - Formatting the text EDITING
- Insert >>Tables >>Text
- Adding Rows and Columns
 - Designing the Table
- Using pictures to the slide
- Using Smart Art and Word Art
- Hyperlinks
- Actions

- Adding Videos and Audios

FORMATTING/DESIGNING

- Formatting
- Designing the presentation
- Adding Transition Effect
- Removing Transition from the slide
- Slide show
- Animations in the power Point 2013

SETTING UP/SAVING THE PRESENTATIONS

- Show Slides>> Advance Slides>> Multiple Monitor
- Review
- View >>Master View >>Handout Master>>Notes Master
- Saving the Presentations
- Sharing the Presentation
- Printing the Presentation
- Close the Presentation

Learning Outcomes

By successfully completing this course, students will be able to:

- Describe what Microsoft Office 2013 is and how it is useful in both your personal and professional life.

Learn the basics of MS Office 2013. Gain expertise in the usage of MS Word, Excel, and PowerPoint. Improve your effectiveness through MS-Office. Extensive Learning hours with 30 hours of classroom training along with real time practice on data sets for better learning and increased retention.

Assessment

>>An Introduction

>>Assignment

>>Exam