CERTIFICATE COURSE IN MS OFFICE AND PHOTOSHOP

MICC 108

ABSTRACT

This is an Add-on Course offered to students of Mar Ivanios College (Autonomous) with an objective of training them to master excellent practical skills in MS Office, Adobe InDesign and Photoshop.

Offered jointly by

Department of Computer Science and
Career and Placement Cell
Mar Ivanios College (Autonomous)

MAR IVANIOS COLLEGE (AUTONOMOUS)

THIRUVANANTHAPURAM

MICC 108: CERTIFICATE COURSE IN MS OFFICE AND PHOTOSHOP

Course Overview and Objectives:

Computer proficiency and literacy are indispensable for career and skill efficiency in this modern digital world. Though today's young generation are mostly digital natives, their knowledge of basic computer operations varies from minimum to excellent. It is true that everyone knows something, but no one is near to being fully skilled in basic computer operations. Hence it is necessary that students be given hands on training in the most efficient usage of the widely used software packages. The objective of the course is to give practical hands on training to the students in a few of the most widely and commonly used software packages, namely MS Office, Adobe InDesign and Photoshop.

Course Outcomes:

At the end of the course the students will be able to:

1. Learn and use all the basic features of MS Word including web designing and mail merging.
2. Create a presentation and work with power point slides including graphics slide effects.
3. Understand spreadsheet basics and customize various excel tools.
4. Understand and practise the basics of Adobe InDesign.
5. Master Photoshop features including   preparing graphics for the web.

Syllabus:

The syllabus is divided into 5 modules.

MODULE-1: MS WORD

Introduction to MS-word Menus, Shortcut menus, Toolbars, Customizing tool bars, Files, Creating and opening documents, Saving documents, Renaming documents, Working on multiple documents, Close a document, Text, Formatting Paragraphs, Styles, Lists, Tables, Graphics Spelling And Grammar, Page Formatting, Macros, Table Of Contents, Web Designing, Mail Merge: Why Use the Mail Merge Feature, Creating the Data Source Document, Beginning the Mail Merge Process,

Create the Data Source, Using the Data Entry Form, Saving the Data File, Editing the Data File.

MODULE-2: MS POWERPOINT

Introduction to MS Power Point AutoContent Wizard, Create a presentation from a template, Create a blank presentation, Open an existing presentation, Auto Layout, Screen, layout Views, Working with Slides, Adding Content, Working with Text, Color Schemes, Graphics Slide Effects, Master Slides, Saving and Printing.

MODULE-3: MS EXCEL

Introduction to MS-Excel Spreadsheet Basics, Customizing Excel, Modifying A Worksheet, Formatting Cells, Formulas and Functions, Sorting and Filling, Charts, Page Properties and Printing.

MODULE -4: Adobe InDesign

Introductory basic course to InDesign. Create a postcard design, a magazine layout, business card, annual report document. Resize, rotate & crop images. Create PDF files ready for printing. Build a flyer, brochure and newsletter.

Requirements: You will need a copy of Adobe InDesign CC. No previous design skills are needed. No previous InDesign skills are needed.

MODULE -5: PHOTOSHOP

Introduction to Photoshop Getting image into Photoshop, Selecting, Transforming and Retouching, Drawing, Painting, Applying Filters for special effects, Designing Web pages, Creating Rollovers and Animations, Preparing Graphics for the Web, Saving and exporting images.

Eligibility: Any student of Mar Ivanios College (Autonomous), preferably UG S3/S5 students, are eligible for admission to the course.

Course duration: 40 hours, mostly practical/hands on session.

Intake: 40

Course fee: Rs.1000/- (The course fee is waivered during 2020-21 due to COVID-19 scenario)

Evaluation and Grading: There will be Theory and Practical Examinations for a total of 100 marks. A minimum of 75% session attendance is necessary for appearing in the examinations. The practical examinations will carry 60 marks from 5 Assignments/Projects conducted during the course, each with 12 marks. The Theory exam will carry 40 marks, with 8 mark from each module, and will be conducted at the end of the course. Certificates will be issued to all passed students.

The grading of the course will be as follows:

Marks	Grade	Performance
≥ 90%	A+	Outstanding
80 % - 90%	A	Excellent
70 % - 80 %	B	Very Good
50 % - 70%	C	Good
40% - 50%	D	Satisfactory
< 40 %	F	Need to Improve

Course Coordinators:

1. Dr Sajith Kurian (Department of Chemistry)

2. Mr Praveen J. S. (Department of Computer Science)