

PRAGJYOTISH COLLEGE
DEPARTMENT OF E-COMMERCE & IT

Add-on Course in Data Entry and Office Automation.

Objective of the Course:

To provide an in-depth training in use of data entry, internet and internet tools. The course also helps the candidates to get acquainted with IT.

Learning Outcomes:

After completion of the course, students would be able to documents, spreadsheets, make Power Point presentations and would be acquainted with internet and will have good typing speed.

Duration of the

Course 30 hours (5 weeks 1 hour a day) Starting date to be submitted later.
(In hours)

Name & Designation of

the Co-coordinator Jiten Sonowal, Asst Professor

Minimum Eligibility 10+2 passes in any stream.

Teaching Methods Blended (Both Offline and Online Mode)

Outline of Course

S. No.	Topic	Hours
1.	Introduction to computer, History, characteristics, components	2
2.	Concepts of Hardware and Software Representation of Data/Information	2
3.	Concept of Data processing	3
4.	Introduction to GUI Based Operating System	2
5.	Elements of word processing	3
6.	Table Manipulation	3
7.	Cross reference, table of contents. Mail Merge	3
8.	Spread sheet elements. Manipulation of Cells	3
9.	Using Formulas	1
10.	Power point presentations	2
11.	Basics of Computer Networks	1
12.	Basics of E-mail. Opening Email Client	2
14.	Data Entry / Typing computer	3
Theory / Practical Hours		30

