

DEVA MATHA COLLEGE KURAVILANGAD

Affiliated to Mahatma Gandhi University, Kottayam



Syllabus

Add-on Course in Digital Literacy

Academic Year: 2017-18



DEVA MATHA COLLEGE KURAVILANGAD

General Add on Courses 2017-2018

1). **Editing And Proof Reading**

- for III UG And II PG Students

2). **Digital Literacy**

-for Second Year UG Students

3). **Professional And Social Skills**

- for First Year UG And PG Students



Bruny Mathil

Digital Literacy

Syllabus

OBJECTIVES:

- Create and Edit Word files
- Create slides and power point presentations
- Give an idea on World Wide Web and website management

Module 1- MS WORD

(10hrs.)

Introduction- Creating, Saving, Editing, opening, closing, and Printing Word documents -Arranging text on a Page-Using fonts effectively-Clip Art - creating Word Art- Working with Table-Using mail merge to create form letters Adding headers and footers.

Module 2 - MS POWERPOINT

(10 hrs.)

Creating a simple Presentation-Working with wizards and templates- Adding Text-Starting new slide-Saving presentation Applying slide effects and animation.

Module3 - HTML&WEBPAGE

(10 hrs)

HTML and Webpage - Introduction to HTML – Essentials- Static & Dynamic Web Pages - Structure of Web Page - Designing Web Pages- HTML Tags -Text Formats- Working with Text- Presenting and Arranging Text- Paragraphs- Animated Effects: Marquee – using White Space - Tables in HTML Working with Links, E-mail Links, Lists, Images, Thumbnails, Rollover Images, Audio & Video-Forms & Frames - Website Management.

Outcomes

After completion of this course students will be able to:

- Create, edit and work in a word document.
- Create PowerPoint presentations and posters
- Create web pages

Mode of Evaluation

Test& Assignment

Grading: A+ : $\geq 80\%$

A : $\geq 70\%$ to $< 80\%$

B : $\geq 60\%$ to $< 70\%$

C : $\geq 50\%$ to $< 60\%$

D : $\geq 40\%$ to $< 50\%$

Resource Persons

Mr. Justin Jose

Mr. Syju Thomas

Mr. Jithin Joy

Ms. Thushara Nair



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