



**DEPARTMENT OF
COMPUTER SCIENCE
MUHAMMED ABDURAHIMAN MEMORIAL
ORPHANAGE (MAMO) COLLEGE**

[Govt. Aided First Grade College & Affiliated to University of Calicut.
Re-Accredited by NAAC with A Grade]

**CURRICULUM FOR CERTIFICATE COURSE
CERCS001: WORD PROCESSING
USING MS-WORD**

**OFFERED DURING THE
ACADEMIC YEAR 2016-17
[APPROVED BY ACADEMIC COMMITTEE, MAMO COLLEGE]**



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INSTITUTIONAL VISION, MISSION & OBJECTIVES 01



VISION

VISION: Build Scientifically Oriented, Intellectually Accomplished, Morally Upright and Socially Committed youth who can play a constructive role in Nation Building.



MISSION

MISSION: Intellectual, social and economic empowerment of the youth in general and women, minorities, orphans and the destitute in particular by providing quality, value-based higher-education.



OBJECTIVES

OBJECTIVES: Pursuit of Excellence, Harnessing technology, Thrust on value-based education, Nurturing Excellence and Moulding the youth for Nation Building



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VISION, MISSION, OBJECTIVES & CORE VALUES OF THE DEPARTMENT 02



VISION

VISION: Equip the youth to harness the infinite potential of the ICT to be a part of the Nation Building process.



MISSION

MISSION: Impart high quality, industry-oriented and value driven professional training to students to enable them to take up the challenging and diverse roles in the IT and Service industry.



OBJECTIVES: (a) Focus on core foundational computer science skills and emphasis on modern advances in computing. (b) Thrust on attaining the necessary technical, problem solving, ethical, communication, and collaboration skills to have successful careers through innovative and modern curriculum. (c) Special attention to provide industry-oriented quality training to impart skill requirements of the IT and Service industry. (d) Value-based training for maintaining Ethical Conscience. (e) Inculcate professionalism and global outlook through parallel soft-skill and value-added courses.



VALUES

CORE VALUES: Innovation, Quality and Excellence, Industry-Oriented Skilling, Ethical Consciousness, Service Mindedness, Professionalism and Global Outlook.



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B.Sc COMPUTER SCIENCE: PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

03

After 4 to 5 years of graduation, the career and professional accomplishments attained by the B.Sc Computer Science Graduates would reflect that the programme really prepared the graduates to deal with the real world, where they could apply and use the skills and knowledge they have learned to good use.

Specifically, the graduate would be:



PEO1: Pursue any of the following three alternatives: (i) immediately take up a career in any area of Information Technology (IT) and Information Technology Enabled Services (ITES) and work productively as a successful computer professionals in diverse career paths including supportive and leadership roles on multidisciplinary teams, (ii) broaden the scope of the career path by pursuing higher studies and research in the field of Computer Science and (iii) go for taking up the challenge and spearheads start-ups by positively exploiting the diverse potentials of the IT & ITES industry..



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PEO2: Graduates will communicate effectively, recognize and incorporate societal needs and constraints in their professional endeavours, and practise their profession with high regard to legal and ethical responsibilities.



PEO3: Be original, creative, innovative and systematic in their all endeavours, including individual, collaborative and entrepreneurial ventures with meticulous strategic thinking, planning and execution.



PEO4: Have sufficient breadth of understanding to enable continued professional development and lifelong learning throughout their career.



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B.Sc COMPUTER SCIENCE: PROGRAMME SPECIFIC OUTCOME (PSOs) 04

On successful completion of a Bachelor Degree in Computer Science, the graduates would be able to:



PSO1: THEORETICAL SOUNDNESS IN COMPUTER SCIENCE: Students at the time of graduation will be able to apply fundamental knowledge of theoretical computer science and critically analyze problems to provide computer based solutions for engineering applications.



PSO2: HARDWARE AND SOFTWARE SYSTEMS: Students at the time of graduation will be able to design cost effective hardware/software systems and components for engineering/social applications using the knowledge of hardware and/or software architecture, programming and development.



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PSO3: TECHNOLOGY: Students at the time of graduation will be able to apply appropriate technology to find solutions for complex problems.



PSO4: RESEARCH CAPABILITY: Students at the time of graduation will be able to apply domain knowledge and expertise for enhancing research capability to transform innovative ideas into reality.



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B.Sc COMPUTER SCIENCE: PROGRAMME OUTCOMES (POs) 05

The students graduating from B.Sc Computer Science Programme should be able to:



PO1: SCIENTIFIC & COMPUTING KNOWLEDGE: Apply knowledge of Computing and Mathematics to provide solutions to complex problems.



PO2: PROBLEM ANALYSIS: Identify, formulate, review research literature, and analyze complex real-life problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and computing.



PO3: DESIGN/DEVELOPMENT OF SOLUTIONS: Design solutions for complex real-life problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.



PO4: CONDUCT INVESTIGATIONS OF COMPLEX PROBLEMS: Use research-based knowledge and



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research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.



PO5: MODERN TOOL USAGE: Create, select, and apply appropriate techniques, resources, and modern computing and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.



PO6: THE COMPUTING PROFESSION AND SOCIETY: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional practice.



PO7: ENVIRONMENT AND SUSTAINABILITY: Understand the impact of the professional computing solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.



PO8: ETHICS: Apply ethical principles and commit to professional ethics and responsibilities and norms of the computing practice.



PO9: INDIVIDUAL AND TEAM WORK: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.



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PO10: COMMUNICATION: Communicate effectively on complex computing activities with the computing community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.



PO11: PROJECT MANAGEMENT AND FINANCE: Demonstrate knowledge and understanding of the computing and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.



PO12: LIFE-LONG LEARNING: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change..



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CERTIFICATE COURSE

CERCS001: WORD PROCESSING USING MS WORD **06**

COURSE CURRICULUM

Course Name	Word Processing Using MS Word
Course Code	CERCS001
Year	2016-17
Course Designer	Mr. Prinsar P. M
Couse Duration	30 Hrs
Course Schedule	November to February
Maximum Students Intake	60 Students



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1. COURSE LEVEL

Foundational, skill-oriented certificate programme.

2. PREREQUISITE

None.

3. COURSE INTAKE & ADMISSION

Maximum 60 students will be given admission to the course based on First-Come-First-Serve basis. All the students of the MAMO College are eligible for free enrolment for the course. The enrolment notification will be issued for the course well in advance of the commencement of the course.

4. COURSE COORDINATOR

Mr. Prinsar P. M, Department of Computer Science

5. COURSE PREAMBLE

Microsoft Word (MS-Word) is the most popular word processing application. Everyone, whether a student, a researcher, an executive, or a business businessman, today need the minimum skill on using any word processor for creating their documents file. This course will show you the many ways that you can integrate Microsoft Word into your everyday life. The course starts with an introduction to Word. Formatting and styles are given special focus, as it is the core of how you can customize the look and feel of a Word document. Complex features such as tables, desktop publishing and mail merge applications, and methods for proofing and editing are also discussed.



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6. DURATION

Total Duration: 30 Hrs. [Contact Hrs. 8 Hrs. Lab Hours: 8 Hrs. Course Woks: 7 and Assessment Works: 7]

7. CURRICULUM FOCUS

Enhance the employability of the learners through curriculum enrichment for additional skill development.

8. COURSE OBJECTIVES

Learners are expected to

- (a) Create a new document as per the need.
- (b) Perform various editing and formatting techniques

9. SKILL EXPECTED

On the successful completion of the course, learners will be able to:

- (a) Create, edit, format, print, mail merge documents
- (b) Apply documentation in real-life.
- (c) Cultivate problem analysing and problem solving skills

10. COURSE OUTCOMES

Upon the successful completion of the course, learners will be able to:



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CO No	Course Outcome(CO)	Skill/Knowledge Attainment Level Based on Revised Bloom's Taxonomy
CO1	Describe, compare, contrast, demonstrate, explain the basics of features of MS-Mord	Understand
CO2	Apply documentation skills to real world problems to solution to the documentation requirements.	Apply
CO3	Choose document designs best suitable for the documentation requirements at hand.	Analyze
CO4	Develop new designs that is suitable for a given case.	Create

11. MAPPING OF COs WITH PSO_s AND PO_s

COs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3	PSO4
CO1	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1
CO2	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1
CO3	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1
CO4	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1
AVG	1	1	2	1	1	1	1	1	2	3	1	2	1	1	2	1



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12. MODULE-WISE COURSE CONTENTS

MODULE 1: INTRODUCTION TO WORD PROCESSOR

MODULE DURATION: 15 Hrs. [Contact Hrs. 6 Hrs. Lab Hours: 2 Hrs. Course Woks: 3 and Assessment Works: 4]

MODULE CONTENT: Launch Word and navigate the editing screen, Create and edit a Word document, Use the proofing tools, Apply character formatting, Set and modify tab stops, Format paragraphs, Preview and print a document, Print envelopes and labels.

MODULE OUTCOME: On successful completion of the module, learners can familiarize with the word processing software and basic operations. Learners can create, edit and print the basic document.

MODULE 2: MORE FEATURES

MODULE DURATION: 15 Hrs. [Contact Hrs. 2 Hrs. Lab Hours: 6 Hrs., Course Woks: 4 and Assessment Works: 3]

MODULE CONTENT: Work with columns, pictures, diagrams, and charts, Create basic tables, Use templates and wizards, Compare and merge documents, Integrate Word with other Office applications, Customize tables, Work with multipage documents, Use the mail merge wizard, Use macros.

MODULE OUTCOME: On successful completion of the module, learners will be able handle more features in word processor. Learner can able to insert tables, image, etc. Learners will be familiar with advance features like macros, mail merge etc.



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REFERENCES:

1. Joyce Cox, Curtis Frye D., M. Dow Lambert III, Steve Lambert, John Pierce, *Microsoft Office System Step by Step*, 2007
2. Russell A. Stultz, *Learn MSs. Office 2000*, BPB Publications, 2000.

ADDITIONAL REFERENCES & STUDY MATERIALS:

3. S. Jain, *Computer Course Windows 10 with MS Office 2016*, Kindle Edition, BPB's (Author)

13. DELIVERY MODE

The course employs multi-mode delivery mechanism including contact lecture, online MOOC courses from NPTEL, Online and offline course works and Laboratory sessions..

14. DELIVERY SCHEDULE

November to February.

15. DETAILED COURSE DELIVERY PLAN

Hour	Delivery Mode and Activity	Topics to be Covered
1	Contact Hour - 1: Classroom Discussion	Introducing the Course
2	Lab Hour - 1	Launching and Navigating the screen. Introduce User Interface of MS-Word and its Basic Features. Introduce Formatting.
3	Contact Hour - 2: Classroom Demonstration	Create and Edit Documents



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Hour	Delivery Mode and Activity	Topics to be Covered
4	Contact Hour - 3: Classroom Demonstration	Using Proofing Tools
5	Contact Hour - 4: Classroom Demonstration	Setting Tabs
6	Contact Hour - 5: Classroom Demonstration	Format Paragraphs
7	Contact Hour - 6: Classroom Demonstration	Printing Documents
8	Lab Hour - 2	Editing, Setting tabs, Formatting paragraphs, Printing documents
9	Course Work – 1: Course Assignment	Course Assignment to Create Documents with Specific Formatting Requirements
10	Course Work – 2: Course Assignment	Course Assignment to Create Documents with Specific Formatting Requirements
11	Assessment Hour - 1	Assignment to Create Documents with Specific Formatting.
12	Course Work – 3: Course Assignment	Course Assignment to Create Documents with Specific Formatting Requirements
13	Assessment Hour - 2	Assignment to Create Documents with Specific Formatting.
14	Contact Hour - 7: Classroom Demonstration	Working with Columns, Pictures, Diagrams, Charts, Tables, etc.
15	Contact Hour - 8: Classroom Demonstration	Working with Mail Merge and Macros.
16	Lab Hour - 3	Working with Tables



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Hour	Delivery Mode and Activity	Topics to be Covered
17	Lab Hour - 4	Working with Pictures and Diagrams.
18	Lab Hour - 5	Working Charts and Templates
19	Course Work – 4: Course Assignment	Course Assignment to Create Documents with Tables having Specific Formatting Requirements
20	Course Work – 5: Course Assignment	Course Assignment to Create Documents with Pictures, Diagrams, Charts, etc., having Specific Formatting Requirements
21	Lab Hour - 6	Working with Mail Merge
22	Lab Hour - 7	Working with Macros
23	Lab Hour - 8	Working with Multi-Page Documents
24	Assessment Hour - 3	Assignment to Create Documents with Specific Formatting Requirements
25	Assessment Hour - 4	Assignment to Create Documents with Specific Formatting Requirements
26	Assessment Hour - 5	Assignment to Create Documents with Specific Formatting Requirements
27	Course Work – 6: Course Assignment	Course Assignment to Create Documents with mail merging features
28	Course Work – 7: Course Assignment	Course Assignment to Create Multi-Page Documents with Specific Formatting Requirements



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ACADEMIC COMMITTEE
MUHAMMED ABDURAHIMAN MEMORIAL
ORPHANAGE COLLEGE
P.O. MANASSERY, MUKKAM - 673602



MUHAMMED ABDURAHIMAN MEMORIAL ORPHANAGE (MAMO) COLLEGE

[Govt. Aided First Grade College & Affiliated to University of Calicut.
Re-Accredited by NAAC with A Grade]

DEPARTMENT OF COMPUTER SCIENCE

CURRICULUM FOR CERTIFICATE COURSE - CERCS001

Hour	Delivery Mode and Activity	Topics to be Covered
29	Assessment Hour - 6	Course End Assessment
30	Assessment Hour - 7	Course End Assessment

16. ASSESSMENT COMPONENTS

Total Marks: 100

CLASSROOM AND GROUP PARTICIPATION: 20 Marks. This component aims at testing the course content understanding and the reflection skills and their attainment levels.

COURSE WORK: 30 Marks. This component aims at testing the skill attainment levels of the learners in analysing and implementing the real-world problem.

MID-COURSE ASSIGNMENT: 20 Marks. This component aims at testing the module-wise attainment levels of the course objectives and course outcome and module outcomes.

END-COURSE ASSESSMENT: 30 Marks. This component aims at testing overall attainment levels of the course with respect to course objectives, course outcome and module outcomes.

17. COURSE EVALUATION & GRADING

The course evaluation is done/coordinated entirely by the course coordinator. The following 10-point Indirect Grading System is used for awarding grades to students:

Percentage of Mark	Letter Grade	Interpretation	Class
95 and above	O	Outstanding	First Class with Distinction



Manassery, Mukkam Post,
Kozhikode, Kerala, India, 673 602.
email: mamocollege@gmail.com



Office: 0495-2297319
Principal: 0495-2295121

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Percentage of Mark	Letter Grade	Interpretation	Class
85 to below 95	A+	Excellent	First Class with Distinction
75 to below 85	A	Very good	First Class with Distinction
65 to below 75	B+	Good	First Class
55 to below 65	B	Satisfactory	First Class
45 to below 55	C	Average	Second Class
35 to below 45	P	Pass	Third Class
Below 35	F	Failure	Fail
Incomplete	I	Incomplete	Fail
Absent	Ab	Absent	Fail

The grade is awarded by the course-coordinator by considering the overall performance of the learner in all the assessment component of the course.

18. GRIEVANCE REDRESSAL

The grievances, if any, can be submitted to the Head of the Department for its redressal. Those grievances that cannot be redressed by HoD can be forwarded to Academic Council of the College for final decision on the matter.

19. ISSUANCE OF CERTIFICATES

The Course Completion Certificate will be issued to all the successful candidates showing the Total Marks and Grade Obtained.



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