Ministry of Education
Government of India

TEACHING LEARNING CENTRE
RAMANUJAN COLLEGE
(Accredited Grade 'A' by NAAC)
UNIVERSITY OF DELHI

under the aegis of

PANDIT MADAN MOHAN MALAVIYA NATIONAL MISSION ON TEACHERS AND TEACHING
MINISTRY OF EDUCATION

is organising

EXECUTIVE DEVELOPMENT PROGRAMME/ CERTIFICATE COURSE

MS OFFICE ESSENTIALS
21 February - 27 May 2022

CALL FOR REGISTRATION AND PARTICIPATION

RAMANUJAN COLLEGE

Ramanujan College is a constituent College of the University of Delhi (DU). It is inspired by the life and work of Srinivasa Aiyangar Ramanujan, one of the world's greatest mathematicians. The College has been accredited Grade "A" by the National Assessment and Accreditation Council (NAAC) in its First Cycle. The College was established in 1958 as an evening college for boys with just five programmes. At present, it offers sixteen undergraduate programmes in different disciplines. This achievement, in alignment to the recommendations of the National Education Policy (NEP) 2020, makes the College a centre for interdisciplinary studies and research with a future focus on blended learning. In pursuit of its vision: "Discover, Empower, Transform: Building A Better World", Ramanujan College is today perceived as one of the best colleges in the country.

TEACHING LEARNING CENTRE

The Teaching Learning Centre was awarded to Ramanujan College in 2017 by the Ministry of Education, under the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNMTT) scheme. It has been set up with the aim of "Reaching the Unreached" teachers in terms of regional diversity and geographically remote areas of the country. It has successfully conducted more than hundred learner-centric programmes since October 2017 and trained over one lakh teachers across the country in various discipline specific and interdisciplinary programmes. These courses are offered through the Learning Management System (LMS) designed by the Research Development and Services Cell of the College and follows the four-quadrant approach prescribed by the Ministry of Education.

ABOUT THE PROGRAMME

This programme is designed to introduce learners to the Microsoft Office suite, covering the three most popular applications used in businesses the world over - Word, PowerPoint, and Excel. In this programme, you will gain proficiency in using the three Microsoft Office applications, as well as gain hands-on exposure on how to use them effectively in common work situations by learning how to write and present effectively, and how to analyse data.

LEARNING OBJECTIVES

After the completion of the programme, participants will be able to:
- Gain familiarity with the vocabulary of computers and the Office suite
- Create professional-looking documents for a variety of scenarios
- Prepare & deliver impactful presentations

- Build spreadsheets to perform calculations
- Analyse data to draw insights & inferences
- Learn ways to use the software applications more efficiently
- Learn to use a combination of tools (and the internet) and understand how they work with each other through assignments/projects

MODULES

MICROSOFT WORD

- **Getting started**
- **Working with text**
- **Formatting text**
- **Special text - lists and tables**
- **Editing**
- **Working with images/graphics**
- **Making the document share-ready**

MICROSOFT EXCEL

- **Getting started**
- **Formulas and calculations**
- **Basic functions and operators**
- **Data visualisation**
- **Basic analysis and problem-solving**
- **Formatting**
- **Managing data files**

MICROSOFT POWERPOINT

- **Getting started**
- **Planning a presentation**
- **Adding content - text and graphics**
- **Editing, formatting, animating**
- **Tables and charts**
- **Design tips and tricks**
- **Presentation skills**

PRE-REQUISITES

A Laptop/Desktop with Microsoft Office installed in it. Hands-on sessions will be on the MS Office 365 but most of the features will also be available on the regular version. If you are using a much older version (like Office 2007), certain features may not be available.

ELIGIBILITY

Students at the undergraduate and postgraduate level, research scholars, professionals and anyone who wishes to upgrade their knowledge are eligible to apply.

REGISTRATION & PAYMENT

All those who meet the eligibility criteria are required to register and enroll themselves by paying a **Non-Refundable fees of INR 1500/-** by visiting

stc.rcmoocs.in

REGISTRATION DEADLINE: 20 February 2022

After successful registration & payment, the participants will receive a confirmation via email. Please keep checking the spam folder of the email as the bulk email sent may end up in the spam folder.

An official group has been made for communication with the participants on "Telegram." You are therefore requested to install the Telegram App either from the Play Store or App Store. The link to join the official group will be provided in the confirmation mail.

IMPORTANT

- Registration is mandatory for participation.
- Attempting and submitting all the quizzes and assignments is mandatory, and each participant should score atleast 50% aggregate to be eligible for the completion certificate.
- Graded certificates on the basis of performance will be awarded to the participants.
- As part of the Ministry of Education's requirement under the PMMMNMTT scheme, all participants need to submit online feedback for each session.
- Failing to meet any of the above conditions will result in the denial of completion certificate.

CONTACT DETAILS

PROGRAMME COORDINATOR: Ms. Nidhi Mathur, Ramanujan College

For any further information about the course, or any query please write to us at:
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or, contact us through WhatsApp:

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