

**External Arts Degree
Foundation Course in ICT**

A	Justification for introducing / Replacing the Course : Expansion of the course
B	Course Title : ICT Applications
C	Course Code : FNDE 103
D	Credits Value : 4 Credits
E	Programme : Bachelor of Arts General (External) Degree
F	Core/Supplementary Course : Core
G	Prerequisites : None
H	Aim of the Course The aim of the course is to introduce ICT applications with the emphasis on how they could be used to improve the efficiency and productivity of organizations.
I	Intended Learning outcomes At the end of the course students will be able to choose appropriate ICT applications for a given situation, use text processing software to effectively create letters, reports and other documents, use spreadsheets for calculating, reporting and decision making, create effective slide shows to enhance the quality of oral presentations, use databases to efficiently store and retrieve data, use collaborative tools for online communication and file sharing, and use mobile applications to improve productivity.
J	Teaching Hours : 60 hours
K	Course content <ol style="list-style-type: none"> 1. Text processing: Introduction to text processing, Editing and Formatting, enhancing a document using Web and other resources, Advanced Features-Outlines, Tablets, Styles and Sections, Desktop Publishing- Creating a Newsletter, Creating a Home page. 1. Spread sheet manipulation: Introduction to Spreadsheet, copying, Formatting and isolating Assumptions, Spreadsheets in Decision Making, Graphs and Charts, 3-D workbooks and File Linking, Workgroups, Auditing, and Templates, Converting Data to information, Macros. 2. Electronic presentation: Creating a Presentation, Using a colour scheme, Drawing and Modifying Objects, Inserting Information into presentation, Producing a slide show, Creating a Multimedia Presentation, Creating an Internet Presentation, Reviewing and sharing a Presentation. 3. Databases: Database concepts, Creating a simple database, accessing information with queries, creating forms and reports for better presentation of information 4. Collaborative tools: File sharing, Web presenting, Document sharing, Whiteboards, Webinars, Visual collaboration, mind mapping, diagramming, web conferencing, email, chat, collaborative reviewing, Team collaboration, video conferring, event scheduling, co-browsing, instant messaging and project management. 5. Clouds and their applications: Introduction to clouds, clouds architecture, features and advantages of clouds. 6. Mobile system applications: Application of mobile devices to improve efficiency and productivity.
L	Assessments Scheme <ol style="list-style-type: none"> i. Time of assessment - End of the year ii. Assessment Method - Practical and written examination iii. Assigned percentage for each Component – 50%+50%
M	Recommended Reading:- Course material prepared by the IT Center