DEPARTMENT OF ECONOMICS

CERTIFICATE COURSE SYLLABUS YEAR: 2020-21

FOR UG STUDENTS

NJCECO/CP02/2020-21 - INFORMATICS IN ECONOMICS

(30 Hours)

- *To review the basic concepts and functional knowledge in the field of informatics.*
- *To impart skills to enable students to use digital knowledge resources in learning.*
- *To familiarize the internet operations.*

Module 1 (14 hours)

Word processing and presentation software. (Practical with MS word)

Word processing- toolbars- creating, saving, closing and opening a document- Mail merging- PowerPoint presentation- inserting, editing and deleting slides- insertion of objects and charts in slides- custom animation and transition.

Module II (6 hours)

Spread Sheet and Statistical Package. (Practical with MS-Excel)

Spreadsheet- features- Features of MS Excel-saving, opening and closing workbook- entering and editing data in the worksheet- formatting- formulas and its advantages- data sorting- charts and graphs functions- different types of functions in Excel

Module III (10 hours)

Application in Economics and Statistics. Data entry/ Database creation- operations- Descriptive Statistics-Graphs-correlation and regression by using Excel.

References

1. V, Rajaraman, Introduction to Information Technology, Prentice HALL
2. www.openoffice.org **Open Office Official web site.**
3. www.fgcu.edu/support/office2000.
4. www.microsoft.com/office **MS Office web site.**
5. www.lgta.org **Office on-line lessons.**
6. www.learnthenet.com **Web Printer.**
7. www.computer.org.history/timeline.
8. www.computerhistory.org.
9. **htto://computer.howstuddworks.com**

Criteria for Getting the Certificate

1. Students shall have at least 75% attendance to complete the course.
2. The course is framed to be of a 30-hour duration.
3. The total score of the course will be 50 out of which 10 marks are assigned for internals and 40 marks are for the proctored exam.
4. The course coordinator will be in charge of the examinations. Two assignments of 5 marks each will be given during the course. Course end examination will be conducted on SPSS software out of 40 marks.
5. The students shall attend and pass the exam, which will be completed at the end of the course, with at least 40% marks.
6. Students shall secure 40% marks in proctored assignments as well as in the exam.
7. Grading Pattern

Marks in Percentage	Grade	Interpretation
90 and Above	A+	Outstanding
80-89	A	Excellent
70-79	B	Very good
60-69	C	Good
50-59	D	Satisfactory
40-49	E	Pass/Adequate
Below 40	F	Failure