



Namita Education & Welfare Society's
SIDDHARTH COLLEGE
(B.M.M., B.M.S & B.Com)
(A Minority Institute, Affiliated to University of Mumbai)

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CERTIFICATE COURSE
ON
BASIC COMPUTER SKILLS

ORGANISED BY
DEPARTMENT OF COMMERCE
IN COORDINATION WITH
INTERNAL QUALITY ASSURANCE CELL

Duration : 30 Hours
Dates : From 26th to 31st March 2022

INTRODUCTION:

Computer knowledge is an inevitable part of human life today. The entire IT technology is involving around computer. Basic knowledge of computer viz., typing, keyboard commands, email, surfing, google search etc. is required to get oneself acquainted with computer skills. Computer skills or literacy provides an opportunity for capacity building strategy that empowers individuals or institutions. In other words, if a person knows how to use the machine to complete any task is a computer literate. However, often the computer literate connotes little more than the ability to use several specific applications such as Microsoft Word, Microsoft Excel, Internet Explorer and Microsoft Outlook.

Information and communication are powerful tools that make it possible for people to access the knowledge they need to improve their daily lives and reach their full potential via multilateral institutions. Increasingly, the concept of information literacy is considered as crucially important to deal with the challenge of making good use of Information and Communication Technology.

To fully benefit from global knowledge societies, nations, institutions, and individuals must learn computer and media technologies. In order to achieve personal, social, occupational, and educational goals, people of all walks of life must be able to use, evaluate, and create information effectively. Digital literacy requires more than a basic understanding of technology. In addition, all learners should learn to search, retrieve, organize, analyze, and evaluate information as a prerequisite to using it for decision-making or problem-solving. The intervention of Solanki

Software Developers in computer literacy/skills training programme for Bachelor Degree Students is an indication of its response and commitment to globalization.

OBJECTIVE:

The Certificate Course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course, the incumbent will be able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common man to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities to maintain their small account using the computers and enjoy in the world of Information Technology.

DURATION:

30 Hours. (Theory: 10 hrs + Practical: 20 hrs.)

The course has been spread through 6 days.

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

S. No.	Chapter	Theory Hours	Practical Hours
1.	Knowing computer	1	1
2.	Operating Computer using GUI Based Operating System	2	4
3.	Understanding Word Processing	2	4
4.	Using Spread Sheet	1	4
5.	Introduction to Internet, WWW and web browsers	2	4
6.	Communications and Collaboration	1	2
7.	Making small presentation	1	1
	Total Hours	10	20

SYLLABUS OUTLINE:

1. **Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.
2. **Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using

Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

3. **Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
4. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
5. **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website
6. **Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.
7. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

DETAILED SYLLABUS:

The Syllabus of the Certificate Course on Basics of Computer Skills is given as under.

1. KNOWING COMPUTER

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
 - 1.2.1 Basic Applications of Computer
- 1.3 Components of Computer System
 - 1.3.1 Central Processing Unit
 - 1.3.2 Keyboard, mouse and VDU
 - 1.3.3 Other Input devices
 - 1.3.4 Other Output devices
 - 1.3.5 Computer Memory
- 1.4 Concept of Hardware and Software
 - 1.4.1 Hardware
 - 1.4.2 Software
 - 1.4.2.1 Application Software
 - 1.4.2.2 Systems software
- 1.5 Concept of computing, data and information
- 1.6 Applications of IECT
 - 1.6.1 e-governance
 - 1.6.2 Entertainment
- 1.7 Bringing computer to life
 - 1.7.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.7.2 Checking power supply
- 1.8 Summary
- 1.9 Model Answers

2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
 - 2.2.1 Operating system
 - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
 - 2.3 The User Interface
 - 2.3.1 Taskbar
 - 2.3.2 Icons
 - 2.3.3 Menu
 - 2.3.4 Running Application
- 2.4 Operating System Simple Setting
 - 2.4.1 Changing System Date and Time
 - 2.4.2 Changing Display Properties
 - 2.4.3 To Add or Remove Windows Component
 - 2.4.4 Changing Mouse Properties
 - 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management
 - 2.5.1 Creating and renaming of files and directories
- 2.6 File and Directory Management
- 2.7 Summary
- 2.8 Model Answers

3. UNDERSTANDING WORD PROCESSING

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
 - 3.2.1 Opening Word Processing Package
 - 3.2.2 Menu Bar
 - 3.2.3 Using The Help
 - 3.2.4 Using The Icons Below Menu Bar
- 3.3 Opening and closing Documents
 - 3.3.1 Opening Documents
 - 3.3.2 Save and Save as
 - 3.3.3 Page Setup
 - 3.3.4 Print Preview
 - 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
 - 3.4.1 Document Creation
 - 3.4.2 Editing Text
 - 3.4.3 Text Selection
 - 3.4.4 Cut, Copy and Paste
 - 3.4.5 Spell check
 - 3.4.6 Thesaurus
- 3.5 Formatting the Text
 - 3.5.1 Font and Size selection
 - 3.5.2 Alignment of Text
 - 3.5.3 Paragraph Indenting
 - 3.5.4 Bullets and Numbering
 - 3.5.5 Changing case
- 3.6 Table Manipulation
 - 3.6.1 Draw Table

- 3.6.2 Changing cell width and height
- 3.6.3 Alignment of Text in cell
- 3.6.4 Delete / Insertion of row and column
- 3.6.5 Border and shading
- 3.7 Summary
- 3.8 Model Answers

4. USING SPREAD SHEET

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
 - 4.2.1 Opening of Spread Sheet
 - 4.2.2 Addressing of Cells
 - 4.2.3 Printing of Spread Sheet
 - 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
 - 4.3.1 Entering Text, Numbers and Dates
 - 4.3.2 Creating Text, Number and Date Series
 - 4.3.3 Editing Worksheet Data
 - 4.3.4 Inserting and Deleting Rows, Column
 - 4.3.5 Changing Cell Height and Width
- 4.4 Formulas and Function
 - 4.4.1 Using Formulas
 - 4.4.2 Function
- 4.5 Summary
- 4.6 Model Answers

5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of Computer Networks
 - 5.2.1 Local Area Network (LAN)
 - 5.2.2 Wide Area Network (WAN)**
- 5.3 Internet
 - 5.3.1 Concept of Internet
 - 5.3.2 Applications of Internet
 - 5.3.3 Connecting to the Internet
 - 5.3.4 Troubleshooting
- 5.4 World Wide Web (WWW)
- 5.5 Web Browsing Softwares
 - 5.5.1 Popular Web Browsing Softwares
- 5.6 Search Engines
 - 5.6.1 Popular Search Engines / Search for content
 - 5.6.2 Accessing Web Browser
 - 5.6.3 Using Favorites Folder
 - 5.6.4 Downloading Web Pages
 - 5.6.5 Printing Web Pages
- 5.7 Understanding URL
- 5.8 Surfing the web
 - 5.8.1 Using e-governance website
- 5.9 Summary
- 5.10 Model Answers

6. COMMUNICATIONS AND COLLABORATION

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basics of E-mail
 - 6.2.1 What is an Electronic Mail
 - 6.2.2 Email Addressing
- 6.3 Using E-mails
 - 6.3.1 Opening Email account
 - 6.3.2 Mailbox: Inbox and Outbox
 - 6.3.3 Creating and Sending a new E-mail
 - 6.3.4 Replying to an E-mail message
 - 6.3.5 Forwarding an E-mail message
 - 6.3.6 Sorting and Searching emails
- 6.4 Document collaboration
- 6.5 Instant Messaging and Collaboration
 - 6.5.1 Using Instant messaging
 - 6.5.2 Instant messaging providers
 - 6.5.3 Netiquettes
- 6.6 Summary
- 6.7 Model Answers

7. MAKING SMALL PRESENTATIONS

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics
 - 7.2.1 Using PowerPoint
 - 7.2.2 Opening A PowerPoint Presentation
 - 7.2.3 Saving A Presentation
- 7.3 Creation of Presentation
 - 7.3.1 Creating a Presentation Using a Template
 - 7.3.2 Creating a Blank Presentation
 - 7.3.3 Entering and Editing Text
 - 7.3.4 Inserting And Deleting Slides in a Presentation
- 7.4 Preparation of Slides
 - 7.4.1 Inserting Word Table or An Excel Worksheet
 - 7.4.2 Adding Clip Art Pictures
 - 7.4.3 Inserting Other Objects
 - 7.4.4 Resizing and Scaling an Object
- 7.5 Presentation of Slides
 - 7.5.1 Viewing A Presentation
 - 7.5.2 Choosing a Set Up for Presentation
 - 7.5.3 Printing Slides And Handouts
- 7.6 Slide Show
 - 7.6.1 Running a Slide Show
 - 7.6.2 Transition and Slide Timings
 - 7.6.3 Automating a Slide Show
- 7.7 Summary
- 7.8 Model Answers

RESOURCE PERSONS:

1. Mr.Sandip V. Karnekar : Course Coordinator
2. Mr. Kalpesh Solanki : Faculty, Solanki Website Developers, Mumbai/
3. Mr.Navnath Kedar :Trainer, Grace Computer Training Institute, Mumbai

Outcome of the Course:

The course was well attended by all the 30 participants. All of them were provided on hand training from the Computer Lab. Many techniques and commands could be absorbed by the learners. Completion Certificates were provided to the participants.

In a nutshell to say, the Certificate course was an eye-opener to all those who participated and the institute was inspired to have such courses in future too.