

RASHTRASANT TUKDOJI MAHARAJ NAGPUR UNIVERSITY
DEPARTMRNT OF LIFELONG LEARNING AND EXTENSION
SHORT TERM CERTIFICATE COURE UNDERJEEVAN SHIKSHAN ABHIYAN

Yeshwant Mahavidyalaya, Seloo, Dist. Wardha

COURSE CONTENT – SESSION: 2023 – 2024

Certificate Course Certificate Course in Basic Computer Skills

Sr.no.	Chapter	Course Content	Required Lecture
1	1	Syllabus for Computer Fundamental	15 days
2	2	Syllabus for Word 2016	15 days
3	3	Syllabus for PowerPoint Presentation	15 days
4	4	Syllabus for Excel	15 days

Dr. Rashmi S. Bakane
Course Director
Librarian
Yeshwant Mahavidyalaya, Seloo

Dr. Sandip B. Kale
Officiating Principal

Yeshwant Rural Education Society, Wardha
YESHWANT MAHAVIDYALAYA, SELOO, DIST. WARDHA- 442104

(Affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur)
NAAC Accredited with "C" Grade (CGPA-1.96)

Proposed Curriculum/ Syllabus Academic Session : 2023-2024

Aims and Objectives of the Course

Computer aided assistive technology has brought revolution in the life of visually challenged people. They can operate computers effectively using computer screen reader. Still visually challenged students of India have poor performance in formal education in colleges and universities. The main reason behind this is unawareness among students and academicians about the potential use of assistive technology in education. The students have to depend on others for their study and other educational activities due to lack of knowledge of assistive devices. The basic objective for the introduction of the course is to increase accessibility of overall educational system to visually challenged students by training them for the use of computer as all course material can easily be available in electronic format. The proposed course will enable all visually challenged students of any discipline to make them independent in not only education but also in their career. Care has been taken in designing the course to provide basic knowledge of use of computer aided assistive technology devices and its application in education in short duration of the course

Aims:

Provide Knowledge of Computer Basic, Preparing his Personal/Business letters, using Internet & Banking Services, Sending mails etc.

Objectives of the Course:

- 1) Help students achieve success in college when they are utilized for processing and presenting information.
- 2) provide knowledge of computer basics, preparing his personal/ business letters, using internet & banking services, sending mails, etc.
- 3) In addition, students learn skills such as sending emails, conducting Internet research, creating word processing documents and creating presentations. These basic computer skills help students achieve success in college when they are utilized for processing and presenting information.

Outcomes:

- 1) Identify basic terms, concepts, and functions of computer system components.
- 2) Select and use the appropriate software application to complete a particular task such as a word Processing skills to create, save, modify business documents.
- 3) Identify basic concepts and procedures for creating, viewing, and managing files, and folders for different operating systems.
- 4) Identify basic concepts of organization and procedures for creating, and viewing will software presentation such as PowerPoint.
- 5) Explain what a computer is, how it processes data, and its use to produce information in society.

Duration: 2 Months /30 Sessions.

Time Duration: 2:00 hours

Session: 4 Hrs./ Week

Methods

- Practical Teaching
- Talk Method.
- Providing study Material.
- Group Teaching Session.
- Group Practice.
- Interactive Teaching.
- Home assignments.
- Question – Answer Methods.

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Certificate Course Certificate Course in Basic Computer Skills

TEACHING PLAN –SESSION: 2023 – 2024

Course: Certificate Course in Panchayat Raj System in India

Teaching Plan Duration: 35 Hours (3 Hrs. / Week)

Course Objectives:

After completion of this course the candidate must be able to: -

- 1) Provide knowledge of computer basics, preparing his personal/ business letters, using internet & banking services, sending mails, etc.
- 2) In addition, students learn skills such as sending emails, conducting Internet research, creating word processing documents and creating presentations. These basic computer skills help students achieve success in college when they are utilized for processing and presenting information.
- 3) Help students achieve success in college when they are utilized for processing and presenting information

Syllabus for Basic Computer Skills

Syllabus for Computer Fundamental

Sr.No.	Topics
1.	Defination of Computer Block Diagram of Computer Characteristic of Computer
2.	History of Computer Generation of Computer
3.	Hardware & Software Input Devices
4.	Output Devices Storage Devices Types of Languages

Syllabus for Word - 2016

Sr.No.	Topics
1.	Introduction To MS-Word 2016
2.	Managing Document
3.	To Work With Printing Of The Document
4.	To Edit Text And Paragraphs
5.	To Work With Format Painter And Font And Style
6.	To Use Find And Replace ,Spell Check
7.	Introduce Graphic In Word Document
8.	Introducing Word Art ,Clip Art
9.	To Create Hyperlinks, Header & Footer
10.	Page Formatting
11.	To Insert End Note, Foot Note, Textbox, Page Number, Textbox & Bookmarks
12.	Inserting Tables And Formatting
13.	To Do Calculations And Merge, Split The Cells
14.	Word Count, Creating Macros
15.	To Save The Document As PDF File, Different Views And Zooming Concepts
16.	Bullets And Numbering, Page Setting, Creating Themes
17.	Templates
18.	Creating Mail-Merge, Drafting Of Mail-Merge

Syllabus for Power Point Presentation

Sr.No.	Topics
1.	Introduction To MS-PowerPoint 2016
2.	Demonstrate basic PowerPoint usage, navigation, themes, layouts, and inserting text.
3.	Inserting Graphics, Charts, Tables, WordArt
4.	Working with different views inn Powerpoint
5.	Working with Movie-Clips, Animations, Sounds, Transitions

6.	Creating Photo Album
7.	Demonstrate basic PowerPoint usage, navigation, themes, layouts, and inserting text.
8.	Editing, Saving, PowerPoint Presentation
9.	Inserting Using, Manipulating Smart art
10.	Using Slide Masters and Slide Layouts
11.	Using the Notes Page View
12.	Saving Presentation Templates
13.	Setting up Slide show
14.	Inserting Hyperlinks
15.	Inserting objects
16.	Setting Slide Header and Footer
17.	Using Print, Print Preview
18.	Running Slide Show, Using Custom Shows.

Syllabus for Excel

S.No	Topics
1.	Introduction to Excel 2016
2	Menus, commands and Toolbars
3.	Standard Toolbar
4.	Formatting Toolbar
5.	Opening Workbook Saving Workbook
6.	Entering text in excel Column width & Row height
7.	Page Layout Menu
8.	Print Dialog box
9.	Word Wrap
10.	Merge and center
11.	Increasing and decreasing decimal
12.	Conditional formatting
13.	Format table

14.	Cell style
15.	Insert and Delete cell, Rows, Columns, sheet
16.	Format Menu
17.	Fill option
18.	Sort and Filter
19.	Find and Replace
20.	Table
21.	Pivot Table
22.	Insert Picture, ClipArt, shape and smart Art
23.	Chart and Graph
24.	Hyperlink
25.	Text box
26.	Header and Footer
27.	Word Art Object and Symbol
28	Text to column

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Certificate Course in Basic Computer Skills

(प्रमाणपत्र अभ्यासक्रम)

TEACHING PLAN –SESSION: 2023 – 2024

Course: Certificate Course in Basic Computer Skills

Teaching Plan Duration: 49Hours (2 Hrs. / Week)

Course Objectives:

- 1) Help students achieve success in college when they are utilized for processing and presenting information.
- 2) provide knowledge of computer basics, preparing his personal/ business letters, using internet & banking services, sending mails, etc.
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