

Shri Shivaji Science College, Amravati

CSITL-2021

Department of Computer Science

Four Week Online Course Broacher

Online Certificate Course on

“Computer Skills and IT Literacy”

Course starting date: 23-Aug-2021

Course end date: 19- Sep. -2021

Platform: Google Classroom

Registration Fee: FREE

Course Duration: 4 Weeks

Passing Criteria: 40% in each tests

Last date for Registration: 18 Aug.2021.

About Course:

Dear learners,

By considering the current situation of COVID-19 pandemic, if student don't have basic knowledge of Computer then he has to miss a lot in e-learning. By taking this need into consideration Department of Computer Science, Shri Shivaji Science College, Amravati is going to organize ONE-month online certificate course on **“Computer Skills and IT literacy” (CSITL)**. This course is designed for **First year UG students** of Shri Shivaji Science College, Amravati.

This is an applied course. If consider the effect of COVID-19 pandemic on teaching learning process it becomes almost mandatory to every student as well as teacher belongs to any subject must be literate with basic computer skills. The main objective of this course is to provide very basic knowledge of computer which is very much helpful to actively participate in digitalized teaching learning process.

Course Objectives:

1. Impart basic knowledge about Computer System to students of any stream of subject.
2. To make familiar with application software MS-Word, so that learners can do office work paperless.
3. To impart knowledge of application software MS-Excel so that learners can organize the large amount of data in well-structured manner and process it.
4. Now a days making presentations for their seminars, projects is almost become compulsory for efficient representation of their topic. Hence this course also focuses on creating attractive power point presentations.
5. Internet becomes part of life; it becomes very handy tool for learners. Through this course learner can understand the basic concepts of Internet and how internet should be used professionally.

Resource Faculty from our department:

1. **Mr. M.M. Bhonde**, H.O.D.
2. **Dr. U.S. Junghare**, Assistant Professor
3. **Mr. Y.V. Hushare**, Assistant Professor

Course Content:

Week-1: Basics of Computer System		
Day-1	23-Aug-2021	Block Diagram of Computer
Day-2	24-Aug-2021	Concept of h/w and s/w
Day-3	25-Aug-2021	Memory Management
Day-4	26-Aug-2021	Introduction to Windows
Day-5	27-Aug-2021	Applications in windows
Day-6	28-Aug-2021	Quiz-1
Day-7	Sunday(29-Aug-2021)	Practice Day and Display of Result
Week-2: Working with MS-Word		
Day-1	30-Aug-2021	File Tab in MS-Word
Day-2	31-Aug-2021	Home Tab in MS-Word
Day-3	01-Sep-2021	Layout Tab in MS-Word
Day-4	02-Sep-2021	Insert Tab in MS-Word
Day-5	03-Sep-2021	Review and View Tab in MS-Word
Day-6	04-Sep-2021	Quiz-2
Day-7	Sunday(05-Sep-2021)	Practice Day and Display of Result
Week-3: Working with MS-Excel		
Day-1	06-Sep-2021	File Tab in MS-Excel
Day-2	07- Sep-2021	Home Tab in MS-Excel
Day-3	08- Sep-2021	Working with formulas
Day-4	09- Sep-2021	Data Tab in MS-Excel
Day-5	10- Sep-2021	Working with Charts
Day-6	11- Sep-2021	Quiz-3
Day-7	Sunday(12- Sep-2021)	Practice Day and Display of Result
Week-4: Working with MS-Power Point and Internet		
Day-1	13- Sep-2021	Creating Simple presentation
Day-2	14- Sep-2021	Use of Transitions in Presentation
Day-3	15- Sep-2021	Introduction to Internet
Day-4	16- Sep-2021	Working with Google Account
Day-5	17- Sep-2021	Working with Google Classroom student perspective
Day-6	18- Sep-2021	Quiz-4
Day-7	Sunday(19- Sep-2021)	Final Exam
Till 25-Sept-2021: Distribution of Certificates		

Link for Registration: <https://forms.gle/vbWEv7MgmZ7PRZgk8>

Link for Telegram group: <https://t.me/joinchat/I3qKkO4hBZ83NmVI>

Course Coordinators,

Dr. Ujwala S. Junghare , Assistant Professor
Mr. Yogesh V. Hushare, Assistant Professor
Shri Shivaji Science College, Amravati

Convener,

Mr. Mukul M. Bhonde
H.O.D. Computer Science,
Shri Shivaji Science College, Amravati