

Shri Shivaji Science College, Amravati

CSITL 22-23

Department of Computer Science

Four Week Online Course Broacher

Online Certificate Course on

“Computer Skills and IT Literacy”

Course starting date: 05-Sept-2022

Course end date: 02-Oct-2022

Platform: Google Classroom

Registration Fee: FREE

Course Duration: 4 Weeks

Passing Criteria: 40% in each test

Last date for Registration: 03 Sept 2022

About Course:

Dear learners,

In current era, for any graduate it is must to have the basic knowledge of Computer, how to operate it with standard operating procedure and some basic handy software's. At the entry level, the knowledge of Computer Basics needs to be imparted for the student's taking admission to UG Programmes of any stream. So, it is necessary to know how to work with a computer system, if student don't have basic knowledge of Computer, then he/she has to miss a lot in e-learning. By taking this need into consideration the 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 UG students of Shri Shivaji Science College, Amravati.

This course is exclusively and only for Students (UG) of Shri Shivaji Science College, Amravati

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	05-Sept-22	Block Diagram of Computer
Day-2	06-Sept-22	Concept of h/w and s/w
Day-3	07-Sept-22	Memory Management
Day-4	08-Sept-22	Introduction to Windows
Day-5	09-Sept-22	Applications in windows
Day-6	10-Sept-22	Quiz-1
Day-7	11-Sept-22 (Sunday)	Practice Day and Display of Result
Week-2: Working with MS-Word		
Day-1	12-Sept-22	File Tab in MS-Word
Day-2	13-Sept-22	Home Tab in MS-Word
Day-3	14-Sept-22	Layout Tab in MS-Word
Day-4	15-Sept-22	Insert Tab in MS-Word
Day-5	16-Sept-22	Review and View Tab in MS-Word
Day-6	17-Sept-22	Quiz-2
Day-7	18-Sept-22 (Sunday)	Practice Day and Display of Result
Week-3: Working with MS-Excel		
Day-1	19-Sept-22	File Tab in MS-Excel
Day-2	20-Sept-22	Home Tab in MS-Excel
Day-3	21-Sept-22	Working with formulas
Day-4	22-Sept-22	Data Tab in MS-Excel
Day-5	23-Sept-22	Working with Charts
Day-6	24-Sept-22	Quiz-3
Day-7	25-Sept-22 (Sunday)	Practice Day and Display of Result
Week-4: Working with MS-Power Point and Internet		
Day-1	26-Sept-22	Creating Simple presentation
Day-2	27-Sept-22	Use of Transitions in Presentation
Day-3	28-Sept-22	Introduction to Internet
Day-4	29-Sept-22	Working with Google Account
Day-5	30-Sept-22	Working with Google Classroom student perspective
Day-6	01-Oct-22	Quiz-4
Day-7	02-Oct-22 (Sunday)	Final Exam
Till 05-Oct-2022: Distribution of Certificates		

Link for Registration: <https://forms.gle/pPyFCoSmdBjsgJ5R6>

Link for Telegram group: <https://chat.whatsapp.com/K3SI09Hfrnp98EVzo7jcU7>

Course Coordinators,

Dr. Ujwala S. Junghare

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