

Department Computer Science

Academic Year : 2020-21

SYLLABUS

Course: Certificate Course in Computer Awareness & Basics of Internet

Course Code: CCS-01

Duration: 36 Hours (Theory 26 + Practical 10)

Objective of the Scheme

The objective of the Scheme is to generate qualified manpower in the area of Information Technology (IT) which will enable such person to work seamlessly at any Offices, whether Govt. or Private or for future entrepreneurs in the field of IT.

Course Evaluation:

Final Examination	50 Marks
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Students having less than **60 %** of class participation/attendance of entire course will be considered as discontinued.

Certificate will be issued only after appearing the final examination which will be held after completion of the Course.

Numerical Scale Letter Grade

Percentage	Grade	Remarks
45 – 50	A+	All requirements completed to a high level. Significant individual initiative demonstrated in activity selection and completion.
40 – 44	A	All requirements completed to a high level.
35 – 39	B+	Satisfactory, successful and respectable completion of requirements.
30 – 34	B	Average completion of requirements
25 – 29	C	Low level, below average completion requirements.
Below 25	F	Failure to meet objectives and complete requirements.

Eligibility: 10 + 2 and Above

Course Fee: Free

Duration: 36 Hrs.

**K. K. Wagh Art's, Commerce, Science and Computer Science College,
Chandori**

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Theory :

Sr. No.	Name of Topic	Lectures (30)
1.	Introduction to Computer Organization <ul style="list-style-type: none">• Introduction to Computer - Block Diagram, Computer Types, Characteristics of Computer• Computer Memory – Primary & Secondary Memory• Input and Output Devices• Software & Its Types - System Software, Development Software Application Software	04
2.	Introduction Windows Operating System <ul style="list-style-type: none">• Types & Functions of Operating Systems• Working with Files & Folders – Naming, Copying, Moving & Deleting Files, Creating, Viewing & Expanding Folders• My Documents, My Computers, Recycle Bin• Control Panel – Selecting Date & Time, User Account Setting, Adding Printers• Adding or Removing New Programs using Control Panel• System Properties & Device Manager	06
3.	Applications in Windows <ul style="list-style-type: none">• Paint• Notepad• WordPad• Calculator	04
4.	Office Automation Tools MS-Word <ul style="list-style-type: none">• Introduction, Features, Documents Editing, Formatting Text & Paragraphs• Working with Tables & Creating Graphics, WordArt & Charts MS-Excel <ul style="list-style-type: none">• Introduction, Working with Spread Sheet• Formatting of Spread Sheet - Insert, Delete Rows & Columns, Insert Headers & Footers• Creating & Formatting Excel Charts – Resize, Add, Modify• Insert & format Objects – Text Boxes, Shapes, Images MS-PowerPoint <ul style="list-style-type: none">• PowerPoint Basics – Create Presentations, Edit Text Slides, Adding New Slides• Inserting Images, Shapes, Tables, Charts.	08

5.	Internet and Internet Application <ul style="list-style-type: none"> • Introduction, Internet evolution, Working of Internet, Use of Internet • Overview of World Wide Web, Web Server and Client • Introduction to Search engine and Searching the Web, Downloading files, Introduction to Web Browsers • Working with E-mail- Sending & Receiving Emails 	04
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Reference Books :

1. Fundamentals of Computers by V. Rajaramam PHI Publication
2. Sangnak Sankalpana, Information Technology by Dayma N.
3. How To Computers Work by White R.
4. Computer Organisation by Dangare M. L.

Practical :

Sr. No.	Name Of Practical	Hours (10)
1.	Introduction to Computer Organization Input and Output Devices	02 Hrs.
2.	Applications in Windows Paint, Notepad, WordPad, Calculator.	02 Hrs.
3.	Introduction to MS-Office MS-Word MS-Excel MS-PowerPoint	04 Hrs.
4.	Internet and Internet Application Search Engine, Web Browser E-mail- creation and use of the same	02 Hrs.

Curriculum Committee 2020-21

Sr. No.	Name of Committee Member	Designation
1.	Prof. B. B. Chaudhari	Chairman
2.	Prof.. R. B. Pote	Co-ordinator
3.	Prof. S. J. Kulkarni	Member
4.	Prof. S. P. Zalte	Member