Shri Chhatrapati Shivaji College, Omerga
Tq. Omerga Dist. Osmanabad - 413606 (MS), India
(Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad) | NAAC Reaccredited 'B' Grade

DEPARTMENT OF COMPUTER SCIENCE

Certificate course in Computer Basics & MS-Office

COURSE CODE – CCBMO001

Introduction:
The course is to be conducted for the student, teaching and non-teaching staff to explore their information technology talent and transform their knowledge to daily office work. This course provides an exhaustive coverage of Fundamentals of Computer, Windows 7 Overview, E-Mail, Internet and Microsoft Office. The course will definitely helpful to students, teaching and non-teaching staff that enable them to serve with skill.

Objectives:
1) To increase and update the Computational skills
2) To enhance ICT Skills

Board of studies:
1) Prof. Shelke B. A. (Dept. of Comp. Sci.)   Chairman
2) Dr. Revate S. S. (HOD, Dept. of Comp. Sci.)   Member
3) Prof. Survase S. M. (Asst. Prof. Comp. Sci.)   Member
4) Miss. Gaikwad V. N.   Member
5) Dr. Jadhav G. H. (Principal, SCS College, Omerga)   Advisor
6) Prof. Inamdar I. S. (Dept. of Comp. Sci. S. K. College, Gunjoti)   Invited Subject Expert

Syllabus
- **Fundamentals of Computer**
- **Windows 7 Overview**
- **E-Mail & Internet**
- **Virus & Antivirus Utilities**
- **Application software**
  - **MS-Word**
  - **MS-Excel**
  - **MS-PowerPoint**
  - **MS-Outlook**

Details Course Syllabus Contents:

Sr. No.	Table of Contents	Duration
A)	**Fundamental of Computer**	1 weeks
	1. Introduction	
	2. Input/Output & Processing (CPU)	
	3. Memory Device	
	4. Types of Computers	
	5. Characteristics of Computer	
	6. History & Generation	
	7. Applications of Computer	
B)	**Windows 7 Overview**	2 weeks
	1. Basic Terminology	
	2. Desktop setting & Control Panel	
	3. MS-DOS	
	4. Windows operations	
	5. MS-Paint	
	6. Word pad	
	7. Accessories & Multimedia	
C)	**E-Mail & Internet**	3 weeks
	1. Introduction	
	2. E-Mail Accounts & Its functions	
	3. Search Engines	
	4. Surfing Webpages	
	5. Basics of Social Networking Sites	
	6. Basic of E-Commerce	
	7. Basic of Internet things	
	8. Applications of Internet	
D)	Virus & Antivirus Utilities	
E)	**Application Software (MS-Office)**	6 weeks
	1. MS-Word	
	2. MS-Excel	
	3. MS-PowerPoint	
	4. MS-Outlook	
	Total Duration	12 Weeks

Structure of Evaluation

Total Marks = 100

1. **Question Paper –I**

   MCQ type – 25 questions each 02 marks   = 50

2. **Practical**

   02 Practical's each 25 marks   = 50

Evaluation	Total Marks	Passing Marks	Grade
Theory	50 Marks	25	D = < 40% =Failed
Practical	50 Marks	25	C = > 50%
			B = > 60%
			A = > 70%

IQAC Co-ordinator

Dr. Sanjay Aswale
IQAC Co-ordinator
SCS College, Omerga

PRINCIPAL
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