

Kavayitri Bahinabai Chaudhari North Maharashtra University,
Jalgaon

Department of Life long learning and Extension

Rural Foundation Nandurbar Sanchalit

Senior Science College Akkalkuwa

Tal-Akkalkuwa, Dist. Nandurbar- 425415 (M.S.)

(Accredited By NAAC with C grade)

Conduct Certificate course for Academic Year 2023-24

Certificate Course on Computer Literacy



Characteristics of Courses

- Qualified teaching staff.
- Fully furnished computer lab.
- Individual computer for students.
- Inverter facilities.
- No age limit for admission.

ADMISSION OPEN

From 10th Nov to 30 Nov 2023

Eligibility –Any who have passed 12th std

Duration of course- 3months

Medium Of course – English

Number of Seats – 30 per batch

Details of Course

- | | |
|----------------------------|----------------------------|
| - Fundamentals of Computer | - M.S Power Point |
| - Operating system | - Introduction to Internet |
| - M.S Word | - Basics of Email |
| - M.S Excel | - Basics of hardware |

For more details & registration

Principal

C. P. Sawant

Contact 9420533719

Website: rfnsience.org

Email: rfnseniorscienceakk@gmail.com

Course Coordinator

Mr. Vinish Chandran

Contact 9561768736

- **Title of the Course:**

- **Basic Certificate Course On computer literacy**

- **Duration of Course** : 03 Months.
- **Number of Credits** : 06 Credits
- **Eligibility for admission** : Std. XIIth Passed
- **Skeleton of Course** :

Sr. No	Paper	Name of Subject	Theory/ Practical	Teaching Hours	Maximum marks allotted			Passing			Credit
					Ext	*Int	Total	Ext	Int	Total	
01	Paper-I	Basics of computer	Theory	30	60	40	100	24	16	40	3
02	Paper-II	Practical	Practical	30	60	40	100	24	16	40	3

Syllabus:

Unit 1 :- Introduction to Computer History of Computer, Importance of Computer, Generation, Types of Computer, Definition of Hardware and Software. Basic hardware organization of a Microcomputer System.

Unit 2 :- Software and Operation System Software Introduction to Software, Software classification, System software, Application software, Customized software. Operating System Introduction to Operating System, Importance of Operating system

Unit 3 :- Operating System (Windows 7 or Upper Version) Operating System, Importance of an operating system, Introduction the features of windows 7, desktop icon, taskbar, menu bar, Clicking and dragging, Opening and closing windows, Minimize, Maximize, Restore Windows, Tool bar, Address bar, Customizing toolbars, Introducing Start menu options, Running program from start menu

Unit 4 :- Word processing (Office 2007) Introduction Word Processing software, Application of a Word-processing software, Microsoft Word as a Word-processor, Familiarization of MS Word's working environment. Text Editing Creating a New Document, Typing text, Cursor movement, Inserting and deleting letter/word, Cut, Copy, Paste, Undo and Redo, Searching and replacing text. Spell and Grammar checking. File Management Saving and

retrieving a file in different location, Difference between Save and Save As.
Text formatting Applying different Font

Unit 5 :- Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software's, Search Engines; Understanding URL.

Unit 6 :- Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging