

**MANAGED BY JIVAN JYOT TRUST
J.Z SHAH ARTS & H. P. DESAI COMMERCE
COLLEGE,
AMROLI-SURAT.**

Re-Accredited B++ (CGPA 2.94) BY NAAC (3rd Cycle)

Affiliated To Veer Narmad South Gujarat University, Surat



**Certificate Short Term Course in
“COMPUTER SKILL DEVELOPMENT” (CSD)**

Term: July 2021 to October 2021

Total Hours: 30 Hrs.



VISION

Integrity, transparency, accountability and credibility are the values we cherish and adhere to in all aspects of dealings with our Students.

Mission

To provide executive coaching and soft skills training in enhancing professionalism which act as a stepping stone and paves the path for a bright future.

Objectives:

- Learn basic principles of using Windows operating system.
- Be able to access the Internet, Worldwide Web, as well as use Internet directories and search engines, and locate www addresses.
- Be able to find and evaluate information on the Web
- Learn the basics of e-mail, such as sending, forwarding and receiving mail, attaching documents, creating mailboxes, filters, and address books.
- Learn basic word processing skills with Microsoft Word, such as text input and formatting, editing, cut, copy and paste, spell check, margin and tab controls, keyboard shortcuts, printing, as well as how to include some graphics such as pictures and charts.
- In general, develop an intuitive sense of how computers work and how they can be used to make your academic work more efficient.



Course Outcome:

- Develop keyboarding skills in order to improve speed and accuracy in typing and data entry.
- Acquire dexterity in the use of tool bar buttons and keyboard shortcuts in order to become more efficient and skillful at formatting documents.
- Also, students will be able to create address lists, mailboxes, and filters in email software and to use browsers and search engines in order to access World Wide Web sites most efficiently.
- Moreover, they will learn how to format word processing documents
- By skillfully manipulating margins, tabs, fonts, line spacing, etc.
- In order to produce polished documents such as essays, letters, resumes, etc.
- In sum, students will be introduced to the basic components and operations of computers, focusing on how to use Microsoft Word.

SYLLABUS AND TOPIC OF THE COURSE

S.Y.B.A./B.COM.SEM-III

Duration: 30 Hours

Unit	Course Inputs	Weightage
1	Introduction to computers-history and evolution of computer, input and output devices, memory, storage devices and data representation and operating system	25%
2	MS OFFICE -Word processing, editing and formatting documents, tables and mail merge, excel and presentation,	25%
3	Internet- WWW, E-commerce and M-commerce, email and security in internet, Google basic and Features , Microsoft Teams	25%
4	E-learning -various educational website College University Website, N-list, NDL, and Gujarat Information	25%



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