

**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 Introduction and Implementation” (CII)**

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.

Objective of the Course:

The course is aimed at integrating necessary Computer skills and teaching people how to use computers.

After finishing this course, learners became familiar with Word, Excel, PowerPoint.

Expected Outcomes of the Course:

The course provides skill development in masses, students, and employees in professional sectors at middle level.

The course may also provide for re-skilling an individual and technological advancement.

After going through the course, an individual is expected to be equipped with not only the office automation skills but also with the understanding of the latest technologies and e-Gov applications.



SYLLABUS AND TOPIC OF THE COURSE

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

Duration: 30 Hours

Unit	Course Inputs	Weightage
1	Computer Introduction: Introduction, Objective, Introduction to Computers Classification of generations of computers, types of computers, characteristics of computers, theoretical understanding of computers, storage devices (Storage devices), input devices (Input devices), output devices (Output devices), types of software, uses of computers in different fields, limitations of computers	20%
2	Introduction to Windows: Introduction to Windows Operating System, History of Windows, Windows Desktop, Gadget, Taskbar, Aero Peek, Start Menu, Toolbar, Pinning of Applications to Taskbar An Application), Notification area (Notification area), Dialog box (Dialogue box), Windows Accessories (Windows Accessories), Security settings and software (Security setting software)	20%
3	Microsoft Word 2010 1) Introduction to word processing 2) Introduction to Microsoft Word (Introduction to word processing) 3) Document creation 4) Document productivity	20%
4	Microsoft Excel 2010 1)Introduction to Excel, 2)Entering and formatting data, 3)Saving, 4)Printing, 5)Making calculations using formulas and functions, 6)Working with worksheets, rows, columns and cells, 7)Table format, 8) Sorting, 9) Filter, 10) Data	20%



	Tools, 11) Outline, 12) Pivot Table, 13) Chart, Sparkline and Graphic, 14) Review Tools, 15) Keyboard Shortcuts	
5	<p>Microsoft Power Point 2010</p> <p>1) Introduction 2) Introduction to power point 3) How does power point work? 4) Saving the presentation 5) Printing the presentation 6) Slide transition 7) Use of tables in slides 8) Use of SmartArt in slides 9) Use of charts in slides 10) Adding hyperlinks to slides 11) Add symbols. 12) Adding formula/Equation to the slide 13) Give slide animation 14) Start the slide show. 15) Slide master 16) Review tools 17) Glossary of power points 18) Keyboard shortcuts</p>	20%



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