Vidya Prasarak Mandal's
B. N. Bandodkar College of
Science (Autonomous), Thane

Certificate Course

in

Computer Skills

With effect from

Academic Year 2022-2023

Certificate Course in Computer Skills

CourseCode	Course Title	No. of lectures	Credits
BNBCCCS1T1	Computer Skills	**30**	**4**
BNBCCCS1P1	Practicals	**30**	

Syllabus of

UNIT	SUB-TOPICS	Lectures	Practicals
I	*Word Processing :-* Creating and Editing documents, Formatting documents, Enhancing documents, Applying Page Setup, Working with various objects like shapes, Smart Art, Pictures and Tables, Inserting Header and Footers, Linking and embedding documents, Previewing and Printing documents, Mailmerge	**6**	**6**
II	*Spreadsheet :-* Creating and editing workbook, Organizing and formatting worksheets, Data analysis and management, Using formulas and functions, Previewing and printing worksheets *Advanced Spreadsheet:-* Managing multiple worksheets, Producing and designing charts, Creating Pivot tables and pivot charts, Importing and exporting data between spreadsheets and other applications, Using advanced functions, Applying conditional formatting, Using data validation, Using sort and filter, Creating Socially Useful and Productive Works .	**6**	**6**
III	*Presentation Graphics :-* Creating and Editing Presentations, Designing and Enhancing Presentation, Delivering Presentation **Advanced Presentation Graphics:-** Creating videos of presentations , Saving presentation in various formats, Importing and exporting presentations, Using templates, Working with slide master, Creating Socially Useful and Productive Works	**6**	**6**
IV	*Personal Information Manager :-* Setting up a new email account in Microsoft Outlook, Sending, receiving, replying, forwarding mail messages, Including a signature in outgoing message, Scheduling meetings with others, Creating contacts, appointments, task list and group contacts	**4**	**4**
V	World wide web , Web servers , Web Sites ,Web Pages , Web Browsers, Blogs , URL , Protocols (TCP/IP, HTTP, FTP)	**4**	**4**
VI	Chat, e-Mail, Video Conferencing, e-learning, e-shopping , e-Reservation, e-Groups, Social Networking, its uses and misuses	**4**	**4**

Evaluation Scheme

Theory Examination :   **Suggested Format of Question paper**

Duration : 3 Hours   **Total Marks : 75**

         All questions are compulsory

Q. 1	Based on Unit I	10
Q. 2	Based on Unit II	10
Q. 3	Based on Unit III	10
Q. 4	Based on Unit IV	10
Q. 5	Based on Unit V	10
Q. 6	Based on Unit VI	10
Q. 7	Based on all Units	15

Each question may have following subquestions

Short answer question   5 Marks

Short note questions   5 Marks

Objectives   1 Marks

Internal Assignments have to be submitted in the hard copy format in the department

Total number of assignments: 06   **each carrying 4 / 5 marks;**   **Total marks: 25**

Practical Examination

Details	Marks	Viva	Journal	Total
Practical I	80	10	10	100

Total of Internal Assignments   **25 Marks**

Total of Theory Examination   **75 Marks**

Total of Practical Examination   **100 Marks**

Grand Total   **200 Marks**

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