

**Academic Council Meeting No. and Date : 9 / July 2 , 2024**

**Agenda Number : 3**

**Resolution Number : 41/ 3.12 A**



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



**Certificate Course**

**in**

**Computer Skills  
(Revised)**

**With effect from**

**Academic Year 2024-2025**

## Certificate Course in Computer Skills

CourseCode	Course Title	No. of lectures	Credits
BNBCCCS1T1	Computer Skills	09	2
BNBCCCS1P1	Practicals	21	

### Syllabus of

UNIT	SUB-TOPICS	Lectures	Practicals
I	<b>Word Processing :-</b> 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	2	4
II	<b>Spreadsheet :-</b> Creating and editing workbook, Organizing and formatting worksheets, Data analysis and management, Using formulas and functions, Previewing and printing worksheets <b>Advanced Spreadsheet:-</b> 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 .	2	6
III	<b>Presentation Graphics :-</b> Creating and Editing Presentations, Designing and Enhancing Presentation, Delivering Presentation <b>Advanced Presentation Graphics:-</b> 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	2	4
IV	World wide web , Web servers , Web Sites ,Web Pages , Web Browsers, Blogs, URL , Protocols (TCP/IP, HTTP, FTP)	2	4
V	Chat, e-Mail, Video Conferencing, e-learning, e-shopping , e-Reservation, e-Groups, Social Networking, its uses and misuses	1	3

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