Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

Date : 07.07.2014

NOTICE

Certificate Course in MS-Office and Internet Browsing

All the students of B. A.-I are hereby informed that, the college should have starting the short term course of **Certificate course in MS-Office and Internet Browsing.** Those who are interrested in this course will enroll their names on or before 16th July 2014 at college office.

CO-ORDINATOR
MS-Office & Internet Browsing
Laxmibai Bhaurao Patil Mahila
Mahavidyalaya, Solapur

PRINCIPAL
Laxmibai Bhaurao Patil Mahila
Mahavidyalaya, Solapur

Coordinator IQAC
L. B. P. M. Mahavidyalaya,
Solapur.

SYLLABUS OF SHORT TERM COURSE 2014-2015

Name of the Course: Certificate Course in MS-Office and Internet Browsing

Proposed by: Rayat Shikshan Sanstha's, Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur.

Batch size proposed: 30 students

Proposed Course Duration: 3 Months (60 Hrs) 20 hrs Theory + 40 hrs Practical

Programme Coordinator: Dr. Anand D. Shinde

A. **Overview of programme:**
   This certificate course will cover the basics of MS-office. It aims at inculcating the computer literacy among the students. This course will help the students to use computer in their day to day life. This will also facilitate their personal and professional development.

1. **Course objectives:**
   - Comprehend the importance of computer basics (Word, Excel & Power point)
   - Acquaint them with computer basics
   - Train them to use computer with the degree of accuracy in practical life
   - Strengthen practical skills of computer among the urban & rural area students

Learning Outcomes: After completion of this course participants will be able to:

- Start MS Word; perform basic editing functions, format text, copy and move objects and text.
- Format paragraphs, insert tables, create lists, and format pages in Word 2007.
- Insert graphics, pictures, and table of contents in Word 2007.
- Review Excel 2007 navigation, features, and create a worksheet.
- Create/Use templates, enter, edit, copy, cut, paste, and format data in Excel 2007.
- Save, page setup, and print worksheets in Excel 2007.
- Insert headers and footers in Excel 2007.
- Manipulate data using data names and ranges, filters and sort, and validation lists in Excel 2007.
- Use formulas; create charts and graphs in Excel 2007.
- Create a basic presentation in PowerPoint 2007.
- Work with text, themes, and styles in PowerPoint 2007.
- Create charts, grants, and tables in PowerPoint 2007.
- Insert media clips and animation in PowerPoint 2007.
- Use macros, customize, package and publish your presentation in PowerPoint 2007.
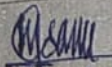
2. **Target group of learners:**
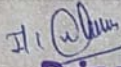   - Undergraduate students

B. **Curriculum and pedagogy:**
   1. **Curriculum:**

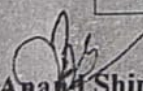| Module	Contents	Theory	Practical
	Computer Basics		
1.	▪ Overview of Computer	1	--
2.	▪ Uses of Computers in various area's	1	--
3.	▪ Know about Hardware and Software	1	--
4.	▪ Using mouse, keyboard and its techniques	1	2
	Word Processing (Microsoft Word 2007)		
5.	▪ Creating and Editing documents	1	2
6.	▪ Formatting and Enhancing documents	1	2
7.	▪ Applying Page Setup	1	2
8.	▪ Working with various objects like shapes, Smart Art, Pictures and Tables	1	4
9.	▪ Inserting Header and Footers, Linking and embedding documents	1	4
10.	▪ Previewing and Printing documents	1	2
	Spreadsheet (Microsoft Excel 2007)		
11.	▪ Creating and editing workbook	1	2
12.	▪ Organizing and formatting worksheets	1	2
13.	▪ Data analysis and management, Using formulas and functions	1	4
14.	▪ Previewing and printing worksheets	1	2
	Presentation Graphics (Microsoft Power Point 2007)		
15.	▪ Creating and Editing Presentations	1	2
16.	▪ Designing and Enhancing Presentation	1	2
17.	▪ Delivering Presentation	1	2
	Internet		
18.	▪ Know about Internet and Internet Concepts	1	2
19.	▪ Working with browsers	1	2
20.	▪ Know about WWW, URL, Search Engines	1	2

Coordinator IQAC
L. B. P. M. Mahavidyalaya,
Solapur.

SOLAPUR

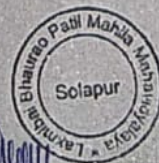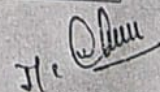**Principal**
Laxmibai Bhaurao Patil
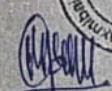Mahila Mahavidyalaya
Solapur.

Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

DEPARTMENT OF EDUCATION

Certificate Course in MS-Office & Internet Browsing

List of students 2014-2015

Sr. No.	Name of the student	Class
1.	PAWAR ASHWINI RANGNATH	B. A. I
2.	PAWAR POOJA GOPAL	B. A. I
3.	PAWAR SAGUNA LAXMAN	B. A. I
4.	PAWAR SONAM ASHOK	B. A. I
5.	PUKALE POONAM NAGESH	B. A. I
6.	RAJGURU PRAJAKTA BALASAHEB	B. A. I
7.	RATHOD PRATIBHA DHANSINGH	B. A. I
8.	RATHOD MANISHA BHAU	B. A. I
9.	RATHOD POOJA CHANDRAKANTH	B. A. I
10.	RAUT MEGHA MURLIDHAR	B. A. I
11.	SADAFULE PRACHI MILIND	B. A. I
12.	SAKHARE NAKUSHA LAXMAN	B. A. I
13.	SALUNKHE PAYAL DINKAR	B. A. I
14.	SARWADE SANDHYA SUNIL	B. A. I
15.	SAVAISARAJE KARISHMA ASHOK	B. A. I
16.	SHAIKH RUBEENABI SAYYAD	B. A. I
17.	SHETE NISHA KISHORE	B. A. I
18.	SHINDE DIKSHA SANJAY	B. A. I
19.	SHIVSHARAN NAMRATA BABU	B. A. I
20.	SONAWANE SULAKSHANA ASHOK	B. A. I
21.	SURAWASE PRADNYA ASHOK	B. A. I
22.	SURVASE AARTI RAJU	B. A. I
23.	SURVASE JYOTI DILIP	B. A. I
24.	SUTAR BHAGYASHRI ANNARAO	B. A. I
25.	SWAMI SHRADHA SUDHIR	B. A. I
26.	TIPALE ARCHANA ROHIDAS	B. A. I
27.	VHANSURE VIDHYA RAMESH	B. A. I
28.	VIBHUTE SHWETA SANJIVKUMAR	B. A. I
29.	WAGHAMARE SWATI RAJU	B. A. I
30.	WAGHMARE RAVINA ASHOK	B. A. I

Dr. Anand Shinde
Course Coordinator

Solapur

Principal
Laxmibai Bhaurao Patil
Mahila Mahavidyalaya, Solapur.

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DEPARTMENT OF EDUCATION

Certificate Course in MS-Office and Internet Browsing

Report

Year – 2014 – 15

Date: 10/10/2014

The short term course of Certificate Course in MS-Office and Internet Browsing was conducted by the department of Education. The duration of this short term course was for three months i.e. from 17th July to 7th October 2014. There were 30 students enrolled for this course. The syllabus was framed with the help of Board of Studies. The main aim of the course was inculcating the computer literacy among the students. This course helps the students for developing their practical skills in computer. At the end of the course Theory & Practical Examination was conducted and certificates were issued to all the participant students.

Coordinator
Mr. Anand Shinde

PRINCIPAL
LAXMIBAI BHAURAO PATIL
MAHILA MAHAVIDYALAYA
SOLAPUR.