Mahila Mahavidyalaya, Karad

Center for Skill Development

Certificate Course in Information Technology

(CCIT)

Syllabus

Course Objectives

- To understand basics of computer.

- To learn different operation systems.

- To acquire skills of using Microsoft Office 2007.

- To learn using Web Browsers in Computer System & Internet Technology.

- To get acquainted with Social Networking Sites.

Course Outcomes:

After completing the course the students will -

- learn basic knowledge of computer.

- understand different Operating Systems.

- Use Microsoft Office 2007 efficiently.

- acquaint with Web Browsers in Computer System & Internet Technology

- work on Social Networking Sites.

Modules

Module I: Basics of Computer

Module II: Using Microsoft Word

Module III: Using Microsoft Excel

Module IV Using Microsoft Power Point

Module V: Microsoft Picture Manager

Module VI: Google Searching, MAP

Module VII: Writing Email Id

Module VIII: Working on You Tube

Module IX: Facebook

Module X: Smart Use of Digi Looker

Module XI: Online Shopping

Evaluation:

- Written Examination

- Practical Examination