

# Syllabus for Certificate Course in Computers

## ❖ Learning Objectives

The learning objectives of the course are:-

- Acquire knowledge of computers, its accessories and software
- Understand the fundamentals of a computer
- Acquire the skills of operating a computer
- Work with computers to enhance interactive teaching and learning skills
- Develop basic skills in using MS-Word, PowerPoint and MS-Excel applications
- Browse the internet for research purpose and access information for lesson preparations

## ❖ Learning Outcomes

The expected outcomes are :-

- Understand the functioning of a computer, differentiate between hardware and software
- Apply the knowledge gained in processing data of students as well as manage simple library and financial transaction of the school
- Manage access to digital resources in a computer enabled classroom
- Acquire skills in accessing world wide web and Internet for conduct of research

## ❖ Course Content & Lab Work

(Max. Marks : 100 )

- Course Content  
(Max. Marks: 60)

### Unit I: Computer Fundamentals

(Max. Marks: 15)

- i) Introduction to Computers
- ii) Parts of Computers (Hardware - Input/output/Storage/Processing devices, Software – System SW, Application SW )
- iv) Applications of Computers

### Unit II: Introduction to Windows OS

(Max. Marks: 15)

- (i) Brief introduction of Windows OS (Desktop fundamentals, Programs, Files, Folders)
- (ii) Utility & application of software (Paint, Notepad, Calculator, Control Panel, Help and support utilities)

### Unit III: MS Office tools

(Max. Marks: 15)

- (i) MS-Word
- (ii) MS-Excel
- (iii) MS-PowerPoint

### Unit IV: Internet and its applications

(Max. Marks: 15)

- i) Introduction to Internet
- ii) Applications and Services of Internet
- (iii) Web Browsers and Search Engines - browsing and searching internet for information
- iii) Creating e-mail Id, sending and receiving emails

❖ **Lab Work (Max. Marks : 40 )**

**1. MS Word:**

- (i) Preparing a question paper, (ii) creating learning materials – handouts,
- (iii) preparing a resume (iv) preparing a lesson plan (v) Preparing time tables / Agenda or Circulars and Mail Merge. **(10 marks)**

**2. MS Excel:**

- (i) Preparing students progress reports,
- (ii) preparing a payroll, (iii) creating charts
- (iv) execution of basic statistical functions. **(10 marks)**

**3. MS Power Point:**

- (i) Preparing multimedia presentation on a school topic, (ii) using multimedia features in a presentation. **(10 marks)**

**4. Internet and its applications:**

- (i) Creating an e-mail ID & sending and receiving messages, (ii) downloading resource material for a topic of classroom teaching,
- (iii) cataloguing any five websites related to a school education **(10 marks)**

❖ **Method of Grading**

Marks Percentage	Grade	Description
Marks %age >=75	<b>A</b>	Excellent
60<= Marks %age <75	<b>B</b>	Very Good
40<= Marks %age<60	<b>C</b>	Good
Marks %age<40	<b>F</b>	Fail

❖ **Method of Evaluation & Marks distribution**

The candidates will be evaluated on the basis of written examination and internal assessment of lab work. All the registered candidates have to qualify each component separately.  
Distribution of marks is as under:

**Internal Assessment: 40 marks**

**(Minimum qualifying marks: 20)**

**Written Examination: 60 marks**

**(Minimum qualifying marks: 20)**