



S.S.T. College of Arts & Commerce

(Affiliated to University of Mumbai, Mumbai) Ulhasnagar - 421 004, Dist. Thane.

CERTIFICATE COURSE

ADVANCE COMPUTERS - I

ABOUT THE COURSE :

"Advanced Computers - I" is an intermediate-level course that builds upon the foundational knowledge acquired in introductory computer courses. The course delves deeper into advanced concepts and explores more complex topics related to computers.

Course Code :- CCAC002

Duration of the course:- 32 Hours

Eligibility :- Any student learning in a first year degree programme of any stream.

Medium of Instruction :- English

Objective:- To improve the computer skills of the students

LEARNING OUTCOME

By the end of the course student shall be able

1. To work on Gmail, Google Docs, Google Drive efficiently.
2. To operate Google Sheets for proper interpretation of the data.

Syllabus (Course Content)

1. Google Account

- Create Account
- Add Bookmarks
- Add Multiple accounts

2. Gmail

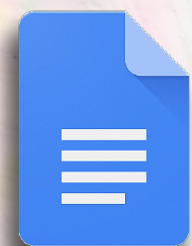
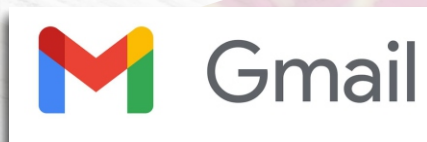
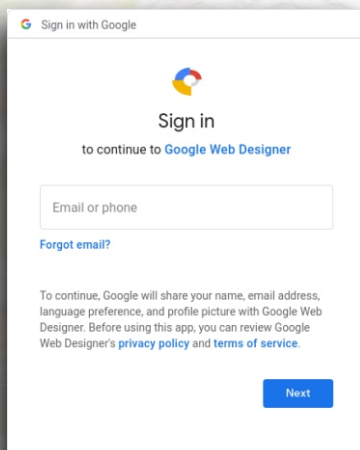
- Create account
- Send mails
- Check mails
- Create folders

3. Google Drive

- Create folder
- Manage drive
- Share file
- Use other google apps in drive

4. Google Doc

- Create, edit, delete file
- Menus



Google Docs