



# S.S.T. College of Arts & Commerce

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

## CERTIFICATE COURSE

## BASICS OF COMPUTER I

[www https://sstcollege.edu.in](https://sstcollege.edu.in)

[helpdesk@sstcollege.edu.in](mailto:helpdesk@sstcollege.edu.in)

9321073000/74000/8446973000

## ABOUT THE COURSE :

"Basics of Computer I" is an introductory course that provides fundamental knowledge about computers and their functionalities. The course aims to equip students with a solid foundation in computer concepts, terminology, and operations. It covers essential topics related to hardware, software, and basic computer usage.

**Course Code :- CCBC001**

**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 inhibit the computer skills and help them to be successful in becoming digitally sound and literate.

## LEARNING OUTCOME

**By the end of the course student shall be able**

1. To use the basics of computers for basic purposes.
2. To be aware of all hardware and software of the computer i.e in and out of complete knowledge

# SYLLABUS (COURSE CONTENT)

## 1. Knowing Computer

- Introduction
- What Is Computer?
- Basic Applications Of Computer
- Parts of Computer



## 2. Knowing About Operating System

- Basics of Operating System
- Basics of popular operating system (LINUX, WINDOWS)
- File and Directory Management
- Components of Operating System



## 3. Understanding Word Processing

- Introduction
- Opening and closing Documents
- Text Creation and manipulation
- Table Creation & Manipulation



## 4. Using Spread Sheet

- Introduction
- Elements of Electronic Spread Sheet
- Manipulation of Cells
- Formulas and Function



=SUM(A1:A5)  
 =COUNT(A1:A5)  
 =AVERAGE(A1:A5)  
 =MIN(A1:A5)  
 =MAX(A1:A5)  
 =IF(A1>33,"P","F")

