



**GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)**

**KUMBAKONAM – 612 001**

*Affiliated to Bharathidasan University*

**DST - CURIE Sponsored Institution**

**IV Cycle of Accreditation**

☎ 0435 – 2401391

✉ [principal@gcw.ac.in](mailto:principal@gcw.ac.in)



## **CRITERION I – CURRICULAR ASPECTS**

### **1.3 Curriculum Enrichment**

#### **1.3.2 Certificate Courses / Value Added Courses**

***Syllabus***



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## **Certificate course on Computer Literacy Programme**

### **SYLLABUS 2018-2020**

#### **INTRODUCTION TO COMPUTERS:**

Introductions Objectives- What is a Computer- Parts of a Computer- Data Processing cycle- Hardware versus Software

#### **WINDOWS EXPLORER AND APPLICATIONS:**

Explorer and My Computer- Windows Applications- Notepad- Paint- Character Map- Calculator- Wordpad

#### **INTRODUCTION TO INTERNET:**

Introduction- Internet Architecture- Internet Tools- Browser Configuration- Accessing through Inter Explorer- MS Outlook- Mail Window- Customizing Outlook Express

#### **INTRODUCTION TO MS-WORD:**

Introduction- Objectives- Starting MS- Word- Document Window- Components of Document Windows- Create Documents- Open Documents- Locating Documents- Protecting Documents- Manipulating Text

#### **FORMATTING DOCUMENT**

Introduction Objectives- Viewing Documents- Formatting Text- Formatting Paragraphs- Formatting Pages- Advance Formatting Features- Auto format- Header and Footers- Insert section break-Numbering Pages- Set Language Option- Spell check for a



Document- Using the Autocorrect Features- Using the Auto text Features- Find and Replace-Previewing Document- Printing Documents

Mail Merger- Creating Main Document- Specifying the Data Source- Merging the Data file and the main document- Tables- Creating Table- Converting Table to Text- Editing Tab

### **INTRODUCTION TO MICROSOFT EXCEL:**

Introduction- Objectives- Starting Excel- Excel Worksheet- Navigating Worksheet entering data- Entering text- Entering Numbers- Entering data and time- Entering Formula- Excel functions- Selecting Cell Ranges- Creating Text Number and Data Series- Creating table series- Using the Auto fill features- Editing worksheet data- Clearing a cell- Copy data- Cut and Paste- Inserting and Deleting- Worksheet Formatting- Numbering Formatting- Data And time Formatting- Changing column width and Row width- Row Formats- Alignment data- Entering Formulas- Entering Date and time formulas- Converting formulas to values- Inserting Range Names in Formulas- Entering Functions- Entering Function manually- Paste Functions- Editing Functions.

### **INTRODUCTION TO MICROSOFT POWERPOINT:**

Starting Powerpoint- Powerpoint Presentation screen- Rulers and Guides- Creating a new blank presentation- Opening and closing an existing presentation- Inserting and Deleting Slides in a Presentation- Viewing a presentation- Entering and Editing Text- Enhancing Text Presentations- Working with color and line style- Adding headers and footers- Inserting objects in a presentation- Adding clipart pictures- Auto clip art- Adding Graphic object- Drawing Rectangles and ovals- Using Autoshapes- Drawing lines and

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Area- Drawing Text boxes- Drawing Freeform Shapes- Editing Free Form Shapes- Inserting Word Tables an Excel Worksheet- Inserting Other Object- Moving and Copying Objects- Resizing and scaling an Object- Checking Slides- Choosing a Setup for Presentations Components- Printing Presentations Components- Running a Slides show- Setting Transition and slide timings- Automating Slides show

## **HTML:**

What is HTML- Basic tag of Html- Title Tag- Body Tag- Formatting of Text- Headers- Formatting Tags- Pre Tag- Font Tag- Special Characters- Working with images- Anchor Tag- List- Unordered list- Ordered List- Definition List- Tables- Tables- Pre and TD tag- Cell Padding- COLSPAN and ROWSPAN- Frames-Frameset-FRAME tag-NOFRAMES tag- Forms- FORM and INPUT tag-Text Box-Radio Button- Checkbox-SELECT tag and Pull Down lists

## **C LANGUAGE**

Introduction- Structure of a C Program- C Variables- Data Types-Keywords- Operators(Binary/unary/Compound Assignment/Logical Operators)- Conditional statements-Looping Statements-Arrays- Standard IO functions(getc(),getchar(),scanf(), and related).



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## **COMPUTER LITERACY PROGRAMME (SYLLABUS) 2021-2023**

### **Unit I**

Introduction to computer- History of Computer- Generations- Classifications- Characteristics- Importance- Types- Uses- Advantages and Disadvantages of Computer

### **Unit II**

Introduction to Windows-Evolution of Windows-Operating System- Versions-Parts- Applications-Advantages and Disadvantages- Keyboard Shortcuts

### **Unit III**

Hardware and Software Basics- Components-Types of Hardware and Software- Storage Devices

### **Unit IV**

Introduction to Number Systems- ASCII Codes- Decimal Number System-Binary Number System-Octal Number System-Hexadecimal Number System- Conversions

### **Unit V**

Introduction to Microsoft Office-Application-History-Versions-MsWord-MsExcel- MsPowerpoint-MsAccess-MsPublisher-MsOneNote

**Microsoft Word:** Introduction-Advantages-Features-Components-Editing Documents-Formatting Text-Formatting Pages-Working with Tables-Advance Operations-Using Mail mergeOption

**Microsoft Excel:** Fundamentals-Worksheet basics-Editing worksheet-Formatting a Worksheet-

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Creating and Work with Chart-Managing Workbooks-Working with page layout and printing-  
More Functions and Formulas

**Microsoft PowerPoint:** Introduction-Presentation basics-Inserting and Editing text- Formatting  
Text-Formatting presentation-Working with Tables, Charts and Smart art-Applying Transition and  
Animation Effects

**Microsoft Access:** Overview-RDBMS-Objects-Create Database-Data types-Create Tables-  
Adding Data-Query Data-Grouping data-Reports basics

**Microsoft Publisher:** Introduction-Features-Uses- Basic Parts-Creating Publication based on  
Templates-Creating blank Publications-Saving, Closing and Opening Publications- Preview,  
Printing Publications

**Microsoft OneNote:** Introduction-Getting started with OneNote-Working with Pages-Inserting  
Notes-Manipulate Text-Inserting Objects into OneNote-Manipulate shapes-Check Spelling,  
Undo/Redo and Recycle bin

## Unit VI

Computer Network Basics-Evolution of Networking-Types-Network Devices-Networking  
Topologies-Internet, Web and Internet of Things-Domain Name System

## Unit VII

C Language-Introduction-Features-Structure of C, Compilation, Execution-Arrays,Function  
and Strings-Identifiers and Keywords.



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