

**Admissions are Opening for Certificate Course in Certificate Course in Web
Designing and Office Automation.
Department of Department of Computer science
2019-20**

- I. Name of the Course:- **“Web Designing and Office Automation”**
- II. Code of the Course:- WDOA-I
- III. Course Coordinator:- Prof.D.M.Kene
- IV. Course Content :-

Theory

Unit-I: Office Automation: Need for OA, office system development, office equipments, use of PC, Communication Networks, benefits of office automation.

Unit-II: Operating System: Computer evolution, Computer organisation, importance and Function of OS, Common OS, MS-windows, working with windows, file system, desktop, Introduction to Linux.

Unit-III: MS-WORD: Feature of word, starting word, Application window, working with Documents, formatting page, print. Power Point Presentation: Graphics, creating, opening, saving presentation, working With views, templates, slides.

Unit-IV: Internet: History, Anatomy, Application, terminology, protocols, TCP/IP, Computer networks, connection to internet, www: web and internet, features of WWW.

Unit-V: Browsers: Introduction, popular browsers,History,cookies,handling web pages E-mail :Introduction, Mail server and network,email protocol, email client.MS front page : Introduction,text style , images and links.

Practical's:- Perform at least 15 experiments based on theory paper.

Scheme of Examinations for Certificate/Diploma/Advanced Diploma course/s

Sr.No.	Course	Theory/Practical	Duration In Hrs.	Max Marks	Min. pass Marks
1	Certificate Course	Theory Paper	3	100	40
		Practical	3 to 6	50	20
		Filed work/Project/ Training Report		50	20
		Total		200	80

Each course shall have following scheme of teaching.

Theory	150 hours	10 Credits
Practicals	150 hours	10 Credits
Project/Field Work	150 hours	10 Credits
Total	450 hours	30 Credits

Project: The project work shall be based on the above syllabus.

Head
Department of Computer Science

To
The Principal,
Vidya Bharati Mahavidyalaya,
Amravati

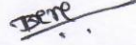
**Subject:- Permission to conduct the Certificate Course in Web Designing
and Office Automation.**


Respected Madam,

The department of Computer science is herewith submitting the proposal to conduct the Certificate Course in Web Designing and Office Automation for this academic year to cater the need of the students seeking their UG degrees in the institution. This course shall be commenced from the month of **25 September 2019**.

You are requested to peruse the proposal and grant the permission to introduce such a course of immense relevance and also permit it to upload on the college website. Kindly endorse and oblige.


Coordinator
IQAC


Course Coordinator


Head
Department of Computer Science

Date: - 9 / 9 / 2019



Perker
09/09/19

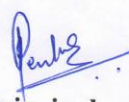
Vidya Bharati Mahavidyalaya, Amravati
Department of English
Notice
2019-20

All the students admitted to the UG programmes are hereby informed that the Department of Computer Science is introducing the following certificate/vocational Education Training courses for enhancing the Knowledge proficiency of the students admitted. The interested students may seek admission to either of the courses by contacting to the course coordinator mentioned below. Details of the courses are as follows:-

Sr. No	Name of the Course	Date of introduction	Duration	Coordinator	Contact
1	Web Designing and Office Automation	25 /09/2019	One Year	Prof. D.M.Kene	9420719740
2	Web Designing and Development	11/09/2019	40 Hours	Prof. D.M.Kene	9420719740

Date:- 3-9-2019


Head
Department of Computer Science


Principal
Vidya Bharati Mahavidyalaya