

Smt. Salunkabai Raut Arts & Commerce College Wanoja
Tq. Mangrulpir Dist . Washim
Certificate Course in MS. Office-2017-18
Syllabus

Unit I :- Introduction of Computer

Meaning, uses of computer, features of computer
Types of computers, Input device, output devices
Memory of computer, Hardware, software Operating system

Unit II :- MS Word 2007 / Higher

Concept of word processing working with ribbon Creating, opening, saving & printing document Formatting Document, paragraph, aligning Text line spacing, Bullets & Numbering, Border & shading, Header & footer, changecase , subscript, Superscript, working with table, mailmerge

Unit III :- MS Powerpoint

Concept of Powerpoint, Creating opening saving & printing presentation
Inserting text, clips & wordArt to slide Working with different slide views
Special effect, Transition effect Animation effect Background feature,
Gallery color layout slide effects, slide show.

Unit IV :- MS Excel 2007/ Higher

Introduction to spreadsheet
Starting MS. Excel, spreadsheet basics, Cell & cell address, cell Range cell pointer, Labels & value, Excel Tool Bars creating, Editing & formatting worksheet changing the layout of cell Rows & columns creating charts, Marksheet, salarysheet Uses of various formula & functions

Unit V :- MS Outlook 2007/ Higher

Introduction of outlook
Starting MS outlook, Emailing How to prepare email with the help of outlook Attachment, moving msg, Changing font , How to use message copying message, calendar, contacts

श्रीमती साळुंकाबाई राऊत
कला व वाणिज्य महाविद्यालय वनोजा
Introduction of E commerce

Syllabus

- 1 Business Operations**
 - 1.1 Benefits of e- commerce to organizations**
 - 1.2 Benefits of e- commerce to consumers**
 - 1.3 Benefits of e- commerce to society**
 - 1.4 Limitation of e commerce**

- 2 E Commerce Operation**
 - 2.1 Credit card transaction**
 - 2.2 Electronic payment systems**
 - 2.3 Cybercash, Smart cards**
 - 2.4 Indian Payment model**

- 3 Applications in B2C**
 - 3.1 Consumers shopping procedure on the internet**
 - 3.2 Produce in b2c models**
 - 3.3 Online banking in its benefits**
 - 3.4 Online financial services its benefits**

- 4 Application in B2B**
 - 4.1 Applications of b2b, key technologic for b2b**
 - 4.2 Supplier oriented marketplace**
 - 4.3 Buyer oriented marketplace**
 - 4.4 Intermediary oriented marketplace**

- 5 Application in Governance**
 - 5.1 Concept of Government to business**
 - 5.2 Concept of Business to Government**
 - 5.3 Concet of Citizen to Governement**
 - 5.4 E Governce model**

Smt. Salunkabai Raut Arts & Commerce College Wanoja

Leadership Development in Politics

(Certificate Course -2017-18)

SYLLABUS

1. Unit I – Leadership Concept :- meaning of leadership, Qualities of leader, Factors of leadership.
2. Theories of Leadership in India – Trait Theory ,Behavioral Theory
3. Unit II- Leadership Skill, Patterns of Party Leadership in India, Women leadership in India.
4. Unit III- A study of Indian Political Leaders – 1 P.Jawaharlal Neharu 2 Indira Gandhi 3. Lal Bahdur Shastri 4. Netaji Subhash Chandra Bose 5. Dr. Babasaheb Ambedkar.
5. Unit IV- A study of Dynamic Young Leaders in Political Parties
1 Rahul Gandhi 2 Supriya Sule 3. Devendra Fadanvis 4. Raj Thakare
5. Pankaja Mundhe