



St. Mary's College (Autonomous)

Re-accredited with A+ grade by NAAC (4th Cycle)

Thoothukudi, Tamilnadu

**CERTIFICATE COURSE
FOR
UG - I YEAR**

BASICS OF COMPUTER

SYLLABUS**Learning Outcomes:**

After completion of the course, students would be able:

- To understand the fundamentals of computers.
- To create, edit, save and print documents with list tables, header, footer, graphics etc.
- To generate equations, sample calculations, and basic diagrams in Microsoft Word.
- To perform calculations in Microsoft Excel using both manually imputing formulas and built-in Functions.
- To generate simple and effective tables, charts and graphs to describe experimental data in Microsoft Excel.
- To design presentations using image, video, audio, animation and transition in Microsoft Power

Microsoft Word

Introduction- Word Processing Basics-Opening Word Processing Package-Menu Bar-Using The Help-Using The Icons Below Menu Bar-Opening and closing Documents-Opening Documents-Save and Save as-Page Setup- Print Preview-Printing of Documents-Text Creation and manipulation-Documents Creation-Editing Text-Text Selection-Cut, Copy and Paste-Spell check-Thesaurus-Formatting the Text-Font and Size selection-Alignment of Text -Paragraph Indenting- Bullets and Numbering- Changing case-Table Manipulation-Draw Table-Changing cell width and height-Alignment of Text in cell-Delete / Insertion of row and column-Border and shading

Microsoft Excel

Introduction-Elements of Electronic Spread Sheet-Opening of Spread Sheet- Addressing of Cells-Printing of Spread Sheet-Saving Workbooks-Manipulation of Cells-Entering Text, Numbers and Dates-Creating Text, Number and Date Series-Editing Worksheet Data- Inserting and Deleting Rows, Column-Changing Cell Height and Width-Formulas and Function- Using Formulas-Function

Microsoft PowerPoint

Introduction - Opening a PowerPoint Presentation-Saving a Presentation - Creation of Presentation-Creating a Presentation Using a Template-Creating a Blank Presentation- Entering and Editing Text-Inserting And Deleting Slides in a Presentation-Preparation of Slides-Inserting Word Table or An Excel Worksheet-Adding Clip Art Pictures-Inserting Other Objects-Resizing and Scaling an Object-Presentation of Slides-Viewing A Presentation-Choosing a Set Up for Presentation-Printing Slides And Handouts- Slide Show-Running a Slide Show-Transition and Slide Timings-Automating a Slide Show

METHODOLOGY:

Learning Approach:

- Interactive /Participative Learning
- Application based Learning
- Practical Learning
- Problem Solving Method
- Video Lectures
- Individual Exercises (Brainstorming)

Takeaway of the Course:

- Soft copy of the PPT & PDF shared with the students
- Softwares shared with the students

Infrastructure Support:

- A classroom with Projector
- Smart Board
- Computer Lab

ST. MARY'S COLLEGE (Autonomous) -THOOTHUKUDI

I UG Certificate Course 2021- 2022

BASICS OF COMPUTER (Regular)

REPORT

St. Mary's College (Autonomous) Thoothukudi offered certificate course for first-year undergraduate students. Students can learn Microsoft Word, Excel, and PowerPoint Presentation in this Certificate Course. This course drew a total of 43 students from Regular UG courses. In the computer lab (E04), practical classes are held for 30 hours. Theory test and Practical test were conducted at the end of the course and certificates were distributed to all the students with Grade.

ST. MARY'S COLLEGE

(Autonomous) THOOTHUKUDI - 628 001.

FOR THE MONTH OF

202 - 202

S. No.	Name of Pupils	1	2	3	4	5	6	7	8	9	10
	NAMES	REG. No									
1.	HASEENA BARKATH.M	21AUEC05	ab	+	+	+	+	+	+	+	+
2.	LOURDU JEBA.M	21AUEC10	x	+	+	+	+	+	+	+	+
3.	PRISHA.M	21AUEC19	x	+	+	+	+	+	+	+	+
	B.A. ENGLISH										
4.	ANTONY AMALA BRISKY.A	21AUEC06	x	+	+	+	+	+	+	+	+
5.	AROCKIA ROMALIN.R (LEFT)	21AUEC09	ab	+	+	+	+	+	+	+	+
6.	AROCKYA JESBA.S (LEFT)	21AUEC11	ab	+	+	+	+	+	+	+	+
7.	DESHANILYA.R (LEFT)	21AUEC14	x	+	+	+	+	+	+	+	+
8.	KAVIYA.M	21AUEC29	x	+	+	+	+	+	+	+	+
9.	PERSIS VICTORIYA.S	21AUEC42	x	+	+	+	+	+	+	+	+
10.	PRIYADARSHINI.S	21AUEC44	x	+	+	+	+	+	+	+	+
11.	STELLA ANNES GRACE-B	21AUEC56	x	+	+	+	+	+	+	+	+
	B.Sc Physics										
12.	JENITHA	21AUPH11	x	+	+	+	+	+	+	+	+
13.	KAVIYA PRIYA.R	21AUPH13	x	+	+	+	+	+	+	+	+
14.	MEENA.A	21AUPH19	x	+	+	+	+	+	+	+	+
15.	NECIBA.B	21AUPH23	x	+	+	+	+	+	+	+	+
16.	PACKIALAKSHMI	21AUPH24	x	+	+	+	+	+	+	+	+
17.	RAMYA	21AUPH27	x	+	+	+	+	+	+	+	+
	B.Sc Zoology										
18.	ARPUTHA DENILA.A	21AUZ004	x	+	+	+	+	+	+	+	+
19.	MUTHULAKSHMI.S	21AUZ023	ab	+	+	+	+	+	+	+	+
20.	PARALOGA ELSI.A	21AUZ024	x	+	+	+	+	+	+	+	+
21.	PONMUNIAMMAL.T	21AUZ026	x	+	+	+	+	+	+	+	+
22.	SHEELA REXY.R	21AUZ039	x	+	+	+	+	+	+	+	+
	B.Sc Botany										
23.	ANTONY STEFIOGRAP.N	21AUB003	x	+	+	+	+	+	+	+	+
24.	MALAR NIVEDHITHA.R	21AUB006	x	+	+	+	+	+	+	+	+
	B.Sc Maths										
25.	ANVCY.C	21AUMT07	x	+	+	+	+	+	+	+	+
26.	HARI PRIYA.B	21AUMT15	x	+	+	+	+	+	+	+	+
27.	JOANAS BALSCIA.V	21AUMT19	x	+	+	+	+	+	+	+	+
28.	FREETHE.N	21AUMT28	x	+	+	+	+	+	+	+	+
29.	SARWEE JESSET	21AUMT32	x	+	+	+	+	+	+	+	+
30.	SUBBU LAKSHMI.S	21AUMT40	x	+	+	+	+	+	+	+	+
	B.Sc chemistry										
31.	HARINI.P	21AUCH12	x	+	+	+	+	+	+	+	+
32.	HARINI SUBBULAKSHMI.K	21AUCH13	x	+	+	+	+	+	+	+	+
33.	MAHALAKSHMI.S.M	21AUCH19	x	+	+	+	+	+	+	+	+
34.	MAHASARATHI.S	21AUCH20	x	+	+	+	+	+	+	+	+
35.	MANJULA.B	21AUCH22	x	+	+	+	+	+	+	+	+
36.	SWETHA.S	21AUCH42	x	+	+	+	+	+	+	+	+
	B.Com										
37.	AKSHA.L	21AUCB04	x	+	+	+	+	+	+	+	+
38.	GAAYATHRI.G	21AUCB28	x	+	+	+	+	+	+	+	+
39.	JOY TREBINIA.S	21AUCB37	x	+	+	+	+	+	+	+	+

[illegible]

REGISTER OF ATTENDANCE

(Autonomous) THOOTHUKUDI - 628 001.

FOR THE MONTH OF

202 - 202

S. No.	Name of Pupils	1	2	3	4	5	6	7	8	9	10
	NAMES	REG. NO									
40	LITTLE FLOWERS	21AUC041	+	x	ab	+	+	+	+	x	+
41	NINDS	21AUC050	+	+	+	+	+	+	+	+	+
42	RASHMA.R	21AUC058	ab	+	+	+	ab	+	+	x	+
43	RICKSHIKA.M	21AUC060	ab	ab	ab	ab	+	+	+	x	+
	BSc Chemistry										
44	PANSELVI.A	21AUCM33	+	+	+	ab	+	+	+	+	+
45	LAKSHMI.FRIYA.D	21AUCM18	x	x	x	+	+	+	+	ab	x
	BSc Botany										
46	PRATHIBA.C	21AUCB13	ab	x	+	+	+	+	+	+	x

11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Grade	
8	15	8	15	8	15																50	100	
1	1	2	1	1	1																45	90	A
1	1	1	1	1	1																50	100	A
1	1	2	1	1	1																46	92	A
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ST. MARY'S COLLEGE (Autonomous) -THOOTHUKUDI

I UG Certificate Course 2021- 2022

BASICS OF COMPUTER (Regular)

COURSE SCHEDULE

Course Code: 18UCBC11

Duration: 30 Hours

S. No.	Topics	Date
1.	MS Word – Opening, Saving a document, Menu bar, Page Setup, Printing	21.02.2022
2.	MS Word – Text Creation and Manipulation, Font face, size, Document Creation, watermark, page color, page border	22.02.2022
3.	MS Word – Inserting Pictures, Shapes, Smart Art, Chart, Hyperlink, Header & Footer	23.02.2022
4.	MS Word – Text editing, formatting, alignment, spell check, Equation, Symbols	24.02.2022
5.	MS Word – Paragraph formatting, Bullets & Numbering, Table Creation	25.02.2022
6.	MS EXCEL – Opening Spreadsheet, addressing of cells, editing a spreadsheet, saving and printing	28.02.2022
7.	MS EXCEL– Inserting Pictures, Shapes, Smart Art, Chart, Hyperlink, Header & Footer	01.03.2022
8.	MS EXCEL – Working with formulas (AutoSum, logical, text)	02.03.2022
9.	MS EXCEL – Working with formulas (Date & Time, Math & Trig, Financial)	03.03.2022
10.	MS EXCEL – Data Tools	07.03.2022
11.	MS PPT – Opening PPT, Saving PPT, Creating a presentation, Inserting a new slide, Layout, Slide Show	08.03.2022
12.	MS PPT - Inserting Pictures, Shapes, Clip Art, Smart Art, Chart, Hyperlink, Header & Footer, Slide Number	09.03.2022
13.	MS PPT – Design and Transitions, Animations	25.03.2022
14.	Practical Exam	28.03.2022
15.	Theory Exam	29.03.2022

ST.MARY'S COLLEGE(AUTONOMOUS), THOOTHUKUDI

CERTIFICATE COURSE

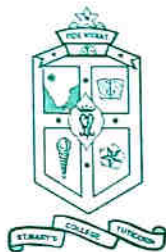
BASICS OF COMPUTER (REGULAR)

Sl. No	Reg No	Name	Department	Theory	Practical	Attendance	Total		Grade
							50	100	
1	21AUEC05	Haseena Barakath.M	B.A.Economics	20	20	2	42	84	A
2	21AUEC10	Lourdhu Jeba.M	B.A.Economics	20	24	4	48	96	A
3	21AUEC19	Prisha.M	B.A.Economics	20	20	4	44	88	A
4	21AUEN06	Antony Amala Brisky.A	B.A.English	20	25	4	49	98	A
5	21AUEN29	Kaviya.M	B.A.English	20	25	4	49	98	A
6	21AUEN42	Persis Victoriya.S	B.A.English	20	25	5	50	100	A
7	21AUEN44	Priyadarshini.S	B.A.English	20	25	5	50	100	A
8	21AUEN56	Stella Agnes Grace.B	B.A.English	20	25	4	49	98	A
9	21AUPH11	Jenithra.L	B.Sc Physics	20	20	1	41	82	A
10	21AUPH13	Kaviya Priya.R	B.Sc Physics	20	25	5	50	100	A
11	21AUPH19	Meena.A	B.Sc Physics	20	25	5	50	100	A
12	21AUPH23	Neciha Vijayatharshini.B	B.Sc Physics	20	24	3	47	94	A
13	21AUPH24	Packia Lakshmi.R	B.Sc Physics	20	25	5	50	100	A
14	21AUPH27	Ramya.M	B.Sc Physics	20	22	5	47	94	A
15	21AUZO04	Arputha Denila.A	B.Sc Zoology	19	23	4	36	72	B
16	21AUZO23	Muthulakshmi.S	B.Sc Zoology	15	25	3	43	86	A
17	21AUZO24	Paraloga Elsi.A	B.Sc Zoology	19	25	5	49	98	A
18	21AUZO26	Ponmuniammal.T	B.Sc Zoology	19	23	4	36	72	B
19	21AUZO39	Sheela Raxy.R	B.Sc Zoology	19	25	5	49	98	A
20	21AUBO03	Antony Steffigrap.N	B.Sc Botany	20	25	5	50	100	A
21	21AUBO06	Malar Nivedhitha.R	B.Sc Botany	20	25	4	49	98	A
22	21AUBO13	Prathiba.C	B.Sc Botany	15	25	4	44	88	A
23	21AUMT07	Ancy.C	B.Sc Maths	20	25	3	48	96	A
24	21AUMT15	Hari Priya.B	B.Sc Maths	20	24	5	49	98	A
25	21AUMT19	Joans Balscia.V	B.Sc Maths	20	25	4	49	98	A

26	21AUMT28	Preethi.N	B.Sc Maths	20	25	5	50	100	A
27	21AUMT32	Sarone Jebes.J	B.Sc Maths	19	25	5	49	98	A
28	21AUMT40	Subbu Lakshmi.S	B.Sc Maths	20	25	5	50	100	A
29	21AUCH12	Harini.P	B.Sc Chemistry	20	25	4	49	98	A
30	21AUCH13	Harini Subbulakshmi.K	B.Sc Chemistry	20	25	5	50	100	A
31	21AUCH18	Lakshmi Priya.D	B.Sc Chemistry	20	25	4	49	98	A
32	21AUCH19	Mahalakshmi.S.M	B.Sc Chemistry	20	25	4	49	98	A
33	21AUCH20	Maharasakthi.S	B.Sc Chemistry	20	22	3	45	90	A
34	21AUCH22	Manjula.B	B.Sc Chemistry	20	25	4	49	98	A
35	21AUCH33	Ponselvi.G	B.Sc Chemistry	20	25	4	49	98	A
36	21AUCH42	Swetha.S	B.Sc Chemistry	20	25	5	50	100	A
37	21AUCO04	Aksha.L	B.Com	20	22	4	46	92	A
38	21AUCO28	Gayathri.G	B.Com	20	25	5	50	100	A
39	21AUCO37	Joy Trebina.S	B.Com	20	25	5	50	100	A
40	21AUCO41	Little Flower.S	B.Com	19	23	3	45	90	A
41	21AUCO50	Nino.S	B.Com	20	25	5	50	100	A
42	21AUCO58	Reshma.R	B.Com	20	24	2	46	92	A
43	21AUCO60	Rickshika.M	B.Com	18	23	3	44	88	A

ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

(Re-accredited with 'A+' Grade by NAAC)



CERTIFICATE COURSE

CERTIFICATE

This is to certify that Ms. R. Reshma of 1 B. Com

has actively participated and successfully completed a course on Basics

of Computer conducted for the academic year

20 01 - 20 22 with A Grade .

A. Senthil
Instructor

Lucia Rose
Principal
St. Mary's College (Autonomous)
Thoothukudi - 628 001.