

Mahatma Gandhi Vidyamandir's

**M S G Arts, Science and Commerce College Malegaon camp Dist.  
Nashik 423 105**

**Department of Physics**

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**Certificate Course on Effective learning of ICT tools**

**SYLLABUS**

**Module 1:- Introduction to Information Technology. (10-Lectures)**

Information Technology: Definition, Introduction, Information Systems, Software, Data IT in Business, Industry, Home, Play, Education, Training, Science and Engineering Computers in Hiding.

**Module 2:- Office Suite. (08-Lectures)**

Word Processor- Microsoft Word and its main features, Spreadsheets – Microsoft Excel and its main features, Presentations – Microsoft PowerPoint.

**Module 3:- Digital Banking. (10-Lectures)**

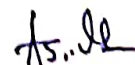
Open a Net-Banking Account , Log-in, features and advantages of NET-Banking, Internet Banking, Re-Set Password and Re-Set UPI-ID, Use of Paytm for Cashless transactions, BHIM app and Phone-Pe app.

**Module 4:- Google Apps. (08-Lectures)**

Google forms, Google class room, Google drive, Google meet, Google Slides, G-Pay etc.

**Module 5:- Zoom App. and Testmoz (04-Lectures)**

How to create and join zoom meeting, Online quiz through testmoz.



**(Dr A S Garde)**

**Head**

**Department of Physics**

**HEAD**

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