

Value Added Programme

On

CERTIFICATE COURSE: COMPUTER BASICS & ITS APPLICATIONS

By

IQAC & Department of Computer Science

Vivekananda College, East Udayrajpur, Madhyamgram, Kolkata 700129

(Affiliated to West Bengal State University)

Information Brochure

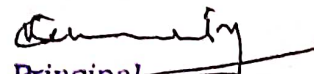
Course Module	Duration	Module Details
Module I: Fundamentals of Computers	3 Hours	History and generation of computer; Brief description of different components of computer system; Different types of computer system
Module II: Basics of computer hardware & software	3 Hours	Computer hardware and its different components; Types of software and their uses; Installation/ uninstallation of software in PC/ Laptop
Module III: MS Word	3 Hours	Introduction; Different functions, edit, copy, cut, paste, undo, redo etc. and their shortcuts
Module IV: Open Office Writer	3 Hours	Continuation of MS Word, Insert WordArt, Picture, ClipArt, equation, special symbols etc, mail merge
Module V: MS Power Point	3 Hours	Creation of Power point slides; Insert Clipart, picture, audio, video etc
Module VI: Open Office Impress	3 Hours	Use of different Animation to slides; Slide masters, Slide sorter
Module VII: MS Excel	3 Hours	Introduction to spreadsheet, row, column, cell etc.
Module VIII: Open office Calc	3 Hours	Formatting cells with different option, Formula and Function, Use of Pivot Table, Pie Chart.
Module IX: Cyber Literacy	3 Hours	Cyber threats and Cyber security issues related to Internet
Module X: Cyber Awareness	3 Hours	Web-Browsing, Web sites Emails, Social Networks etc.

Duration: 06/12/2021 – 15/12/2021

Prerequisites: UG students (any stream)

To obtain final certificate minimum attendance required: 90% (of total class hours)

Course fees: Rs 50/- (Including Certificate)



Principal,
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