



CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE
चन्द्रकान्ति रमावती देवी आर्य महिला पी.जी. कालेज

(Accredited by NAAC)

दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

Mobile No-+91-9076651662 Mail ID-crdpgcollege.gkp@gmail.com

Address: New Colony, Dewan Bazar Gorakhpur -273001

CERTIFICATE COURSE

Course Duration 45 Days (45 hours)

01/12/2020-20/01/2021

NAME OF COURSE:- Basic Computer Application

COURSE CODE :- CCBCA2004


COURSE TYPE:- Certificate Course

INTRODUCTION:

OBJECTIVE: -

In step with effort to achieve the objective of achieving computer literacy in an inclusive manner, CRDPG has launched a new Certificate Course, “**Basic Computer Application (BCA)**”. The objective of the course is to impart basic level computer appreciation programme with more emphasis on hands on training. Initially, the course was conceived as to boost the concept of introducing a course on computer fundamentals, especially for students, studying vocational courses at ITIs/ITCs. However, the course has gained popularity amongst many more categories. Acquire confidence in using computer techniques available to users;

- Recognize the basic components of computers and terminology;
- Understand data, information and file management;
- Create documents using Word processor, Spreadsheet & Presentation Software;
- Understand computer networks, Internet;
- Browse the internet, content search, email and collaborate with peers;


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- Use computer to improve existing skills and learn new skills.

TIME TABLE AND FAULTY DETAILS	
Timing – 01:00 PM	Place –Computer Lab
Theory Classes-	Mon, Tues, Wed
Practical Classes-	Thurs, Fri, Sat
<u>Faulty Details:-</u> 1. Mrs. Anjali Shukla 2. Mr. Shankar Thapa	


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ACTIVITY

