



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

(COMPUTER BASIC SKILL)

28/01/2019–15/03/2019



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NEW BATCH START FROM

BASIC COMPUTER SKILL

28 JAN 2019

COURSE DURATION - 45 DAYS

(30 hours)

BSS

**REGISTER
NOW**

PLACE-Chandrakanti Ramawati Devi Arya Mahila P.G College

Department-Computer Lab

Contact-7905374579

course code

VAC1902

Name of Course- Computer Basic Skill

Course Code :- VAC1902



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Objective of the Course

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common man or housewife to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

DURATION: 36 Hours. (Theory: 10 hrs + Practical: 22 hrs. + Tutorial: 04 hrs.) This course can also be offered as 06 days full time intensive course.

1. Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of ICT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

2. Operating Computer using GUI Based Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

3. Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

4. Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

5. Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website

6. Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

7. Making Small Presentation: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.



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Application

To,

The Principal

Chandrakanti Ramavati Devi Arya Mahila P.G.College
Diwan Bazar, Gorakhpur

Subject – In Reference to the Approval of value Added course in Computer Basic Skill

Respected Madam,

It is Requested that the Department of Computer of the college wants to conduct a one month (thirty hours) value Added course on the subject of **course in Computer Basic Skill** from **28 Jan 2019 to 15 Mar 2019**.

Therefore, you are requested to please approve this course.

Thank you

In charge

Department of Computer Application

