



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

(BASIC COMPUTER APPLICATION)

Course Duration 45 Days

01/12/2020-20/01/2021

Name of Course Basic Computer Application

Course Code :-CCBCA2004

Course Type:- Certificate Course



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Name of Course Basic Computer Application

Course Code :-CCBCA2004

Course Type:- Certificate Course

Basic Computer Application (BCA)

Introduction:

Objective of BCC: 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;
- ✚ Use computer to improve existing skills and learn new skills.



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Time Table and Faulty Details	
Monday to Friday	<u>Faulty Details:-</u>
Timing – 01:00 PM	Mrs Anjali Shukla
Place –Computer Lab	Mr Shankar Thapa
Theory- Mon,Tues,Wed	
Practical-Thurs, Fri, Sat	



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To,
The Principal
ChandrakantiRamavatiDevi AryaMahila P.G.College

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

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 Basic Computer Application** from **28Jan 2019 to 15Mar 2019**

Therefore, you are requested to please approve this course.

Thank you

In charge
Department of Computer Application



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Classes & Certificate Distribution

