

CERTIFICATE COURSE: COMPUTER & ITS APPLICATIONS



By

Department of Computer Science

Government General Degree College Singur

Singur, Hooghly-712409

(Affiliated to University of Burdwan)

Course Module	Duration	Module Details
Fundamentals	2(hours)	History and Generations of Computers; Brief description of different components of computer system ;Different types of computer systems
Software	2(hours)	Introduction to Software ; Types of softwares and their usage Installation/Un-installation of softwares
MS-Word/ Open Office Writer	7(hours)	Introduction ; Different functions: edit, copy, cut, paste, print, undo, redo etc. and their shortcuts; Insert WordArt, Picture, ClipArt, equations, special symbols etc.; Mail merge
MS PowerPoint/ Open Office Impress	7(hours)	Creation of Power point slides ; Insert clipart, pictures, audio, video etc. ; Use of different Animation to slides ;Slide masters, Slide sorter
MS Excel/ Open Office Calc	7 (hours)	Introduction to Spreadsheet, row, column, cell etc. ; Formatting cells with different option ; Formulas and Functions (SUM, AVG, COUNT, MIN, MAX, ROUND etc.); Use of Pivot Table, Pie-Chart
Internet and Web Basics	5(hours)	Basics of Internet, WWW, browsers, chat, server, web site, web page etc.; Email: basics of email account, writing, reading and sending emails; Email server

This is a 6 weeks (or 30 hours) course for students from arts and humanities back ground of GGDC Singur. Upon successful completion of the course, candidates will get a certificate. For more details, contact Department of Computer Science, GGDC Singur.

Prerequisites: Nil

Course Fee: Nil

Minimum Attendance required: **90% (of total class hours).**