

# Arts, Commerce, Science & Computer Science College, Ashvi Kd

## Certificate Course - Computer Literacy Program

### Objectives of the Program

1. Students learn and operate computers efficiently
2. Using this course student can do online transactions effectively
3. They can prepare inventory report, documentation and company report in MS-Word/excel and PowerPoint presentations

### Syllabus

Unit	Name of the Topic	Details of Topic	Lectures
1	Knowing computer:	What is Computer, Basic Applications of Computer Components of Computer System Central Processing Unit (CPU) Keyboard and Mouse, Other input/output Devices Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.	03
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.	03
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.	02
4	Using Spread Sheet	Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.	01
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; World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website	03