

## Certificate Course in Computer Applications

### Objective of the Course

This course has been designed to study common computer applications, few office practices and DOS environment. Course includes the topic from computer fundamentals to networking and internet practices.

### Outline of the Course

S.No.	Topic	Minimum no. of Hours
1.	Computer Fundamentals	4 Hrs.
2.	Operating System (MS-DOS)	4 Hrs.
3.	Windows Fundamentals (Windows XP or higher)	4 Hrs.
4.	Page Maker	4 Hrs.
5.	Web Page Designing	4 Hrs.
6.	Network	4 Hrs.
7.	Internet Practices	4 Hrs.
8.	Word Processing (MS-WORD)	6 Hrs.
9.	Spreadsheet (MS-EXCEL)	6 Hrs.
<b>Total Number of Hours</b>		<b>40 Hrs.</b>
		<b>Lectures = 40 Hrs.</b>
		<b>Practical = 40 Hrs.</b>
		<b>Total = 80 Hrs.</b>

### Detailed Syllabus

- 1. Computer Fundamentals 4Hrs.**  
 An Introduction to computer organization (nature of computers, elements of computers, limitations of computers), classification of computer, brief computer history, parts of computer (with reference to PC), representation of information, number systems (binary & hexadecimal), input / output organization (floppy disk, keyboard, mouse, video terminal unit, printers, plotters, CDs), memory (RAM, ROM, PROM, EPROM, DRAM, SRAM etc.)
- 2. Operating System (MS-DOS) 4Hrs.**  
 Need of OS, Structure of MSDOS, How DOS gets loaded, internal DOS commands (dir, time, date, cls, version, ren, cd, rd, md, path, type, del, erase), external DOS commands (format, diskcopy, diskcomp, tree, xcopy, attrib, print, sys, chkdsk, backup, restore, recover, deltree, undelete, unformat), creation of simple batch files, autoexec, bat, config, sys file.
- 3. Windows Fundamentals (Windows XP or higher) 4Hrs.**

DOS & Windows comparison, starting a program, exiting a program, files & folders, find files or folders, moving a file or folder, deleting files or folders, retrieving delete files, starting programs, using help, steps for getting help, find help through the contents, control panel & system settings, print manager, running the printer wizard, keyboard shortcut commands.

**4. Page Maker**

**4Hrs.**

Navigating in PageMaker, PageMaker Environment Elements , Navigating a PageMaker Document , Creating a Document , Document Setup and Saving , Using Text , Using and Importing Graphics , Multi-Page Documents , Multi-Page Document Setup , Master Pages , Inserting Pages and Working with Text , Working with Frames , Creating Text Frames , Formatting Text , Character Formatting , Paragraph Formatting , Working with Indents, Tabs, and Rules , Graphics , Working with Text and Graphics ,Attaching Text to a Frame

**5. Web Page Designing with HTML**

**4Hrs.**

HTML overview, HTML Basic tag, HTML list, HTML image, HTML Link, HTML image map, HTML table, HTML frameset, HTML form, HTML Meta, HTML Script

**6. Network**

**4Hrs.**

Introduction to Computer Networks, Element of Networks, Types of Networks, Network Topologies: Bus, Star, Mesh, Ring etc., Common LAN Media: STP, UTP, Coaxial cable, Optical fiber, Description of the seven layers of OSI Model, TCP/IP Model, Comparison of OSI & TCP/IP Model.

**7. Internet Practices**

**4Hrs.**

Internet, Concept of internet, Application of internet, Service on internet, WWW and web browser, electronic mails, communication on internet, WWW and web browser, Internet explorer, Netscape navigator, Surfing the internet, Giving the URL address, Search, Moving around in a web site, Printing or saving portion of web page, Downloading, Chatting on internet, E-mail, What is an electronic mail, E-mail addressing, Mail box: inbox and outbox, Using E-mails , Using Internet Services: Railway reservation, Downloading Songs etc., Banking Transaction, Filling of online application Form etc.

**8. Word Processing (MS-WORD)**

**6 Hrs.**

Basics of word processing, text selection, opening document and creating document, saving document, quitting document, cursor control, printing documents, using the interface (menu, toolbar), editing text (copy, delete, move, etc), finding and replacing text, spell check feature, auto correct feature, grammar facility, auto text, character formatting, page formatting, document enhancement, creating tables and news paper columns adding borders and shading, adding headers and footers, setting up multiple columns, sorting blocks, adjusting margins and hyphenating documents, creating master documents, creating data source, merging documents, using mail merge feature for labels and envelopes, graphics, using document and wizards, introduction to Desktop Publishing (PM5).

**9. Spreadsheet (MS-EXCEL)**

**6 Hrs.**

Worksheet basics, data entry cells, entry of numbers, text and formulae, moving data in a worksheet, Moving around the worksheet, selecting data range, using the interface (tool bars, Menus), Editing basics, working with workbooks, saving and quitting, call referencing, formatting and calculations, calculations and worksheet-

using auto fill, working with formulae, efficient data display with data formatting (number formatting, date formatting etc.), working with ranges, worksheet printing, working with graphics and charts, adding formatting text data with auto format, creating embedded chart using chart wizard, sizing and moving parts, updating charts, changing chart types, creating separate chart sheets, adding titles, legends and grid lines, printing charts, introduction to Macros.