

CERTIFICATE IN COMPUTER APPLICATION (DURATION:-6 MONTHS)

Syllabus

(DURATION:-6 MONTHS)

S.No.	Subject/Chapter's Name & Total duration	Topic Covered	Theory	Practical	Remark
1.	<p style="text-align: center;"><u>Fundamental & Windows Operating System</u></p> <p style="text-align: center;"><u>15 Days</u></p>	What is Computer, Basic Applications of Computer; Generations of Computers, Components of Computer System, Block Diagram of Computer System Central	Lecture-1	Practical-1	
		Processing Unit (CPU), VDU, Input/output Devices, Computer Memory, Primary and Secondary Memory	Lecture-2	Practical-1	
		Concepts of Hardware, Software, Application Software, System Software, Computer Languages, High Level Language, Assemble Language, Machine Language, Compiler, Interpreter and Assembler.	Lecture-3	Practical-1	
		What is an Operating, System; Basics of Popular Operating Systems; The User Interface, Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Title bar, Menu bar, Task bar, Using Menu and Menu-selection, Running an Application.	Lecture-4	Practical-2	
		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.	Lecture-5	Practical-2	
		Notepad, WordPad	Lecture-6	Practical-2	
		MS Paint	Lecture-7	Practical-2	
2.	<p style="text-align: center;"><u>DOS Operating System</u></p> <p style="text-align: center;"><u>1 Months</u></p>	Introduction , Internal commands, batch files	Lecture-8	Practical-2	
		External commands, wild cards	Lecture-9	Practical-2	
3.	<u>Ms-Word</u>	Starting Word 2007 What's New in Word 2007 Understanding the Word 2007 Program	Lecture-10	Practical-2	

