केन्द्रिय शैक्षणिक एवम् तांत्रिक माहिती संशोधन समीती
CENTRAL EDUCATION & INFORMATION TECHNOLOGY RESEARCH COMMITTEE
AN AUTONOMOUS INSTITUTION REGD.BY THE GOVT. OF NCT OF DELHI UNDER ITA 1882 GOVT.OF INDIA
REGD.By NCS-MINISTRY OF LABOUR AND EMPLOYMENT GOVT.OF INDIA
REGD. AT MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES(MSME),GOVT.OF INDIA
An Autonomous Organization works for IT,HRD & Litracy

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Govt. of India

REGD.NO.: S14K81-1040424644087

Certificate in Computer Concept

This course is designed to aim at imparting a basic level IT Literacy programme for the common man. This programme has essentially been conceived with an idea of giving an opportunity to the common man to attain computer literacy thereby contributing to increased and speedy PC penetration in different walks of life. After completing the course the incumbent should be able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet (the web), receiving and sending mails, preparing his business presentations, preparing small databases etc. This helps the small business communities, housewives, etc. to maintain their small accounts using the computers and enjoy in the world of Information Technology. This course is, therefore, designed to be more practical oriented

Syllabus:

Topic Detail	
Introduction to computer	
Introduction to GUI Based rating System	
Elements of Word Processing	
Spreadsheets	
Computer communication and Internet	
WWW and web browsers	
Communication and Collaboration	

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Making small presentations