Raghunath Girls' Post Graduate College, Meerut

Aptech Learning Center & Aptech Aviation Academy- R.G.(P.G.) Computer Centre
Skill Development Course

Title of course- Certificate Course in Computer (V0001001)

Syllabus

Paper Title: **Certificate Course in Computer** (Theory) **MS Office** (Practical)	
Nodal Department of HEI to run course	Department of Vocational studies
Broad Area/Sector-	IT
Sub Sector-	Computer Basic/ Data Entry Operator
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	IT SECTOR SKILL
Aliened NSQF level	
Expected fees of the course –Free/Paid	As Mutually Decided by College & PCE (Aptech)
Stipend to student expected from industry	NA
Number of Seats-.............	As suggested by college
Course Code...................	Credits- 03 (1 Theory, 2 Practical)
Max Marks......... Minimum Marks........	
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical /training/ internship/OJT	Aptech Learning Center (Authorized Meerut Center as PCE)
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)	Student will be able to get job of Typing, Computer Office Work, MS-Office (Word, Excel, PowerPoint), Internet Surfing, Email

Knowing Computers		Theory	Practical
		2	0
	What is Computer ?		
	Basic Application of Computer: Component of Computer System. CPU, VDU, Keyboard & Mouse, Other Inputs/Outputs Devices, Computer Memory		
	Concept of hardware and software	2	0
	Concept of Computing		
	Data And Information		
	Application of IECT		
	Connecting Keyboard, Mouse m Keyboard, Monitor and Printers to CPU and Checking Power Power supply		

Operating Computer using GUI based Operating System		Theory	Practical
		2	5
	What is an operating system ? Basics of Popular Operating Systems		1
	The User Interface, Using Mouse , using right button of the mouse, and moving icon on the screen, use of common icons, status bar, using Menu and Menu Selection, Running an application, Viewing of file, folder and directories, creating and renaming the files and folders, openidng and closing of different windows, using Help, Creating shortcuts, Basic of O.S Setups and Common utilities		2 ... 4

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Understanding Word Processing		Theory	Practical
		3	8
	Word processing basics, opening and closing of documents, text creation and manipulation, Formatting of text, Table handing, Spell Check, language setting and treasures, printing of word document	3	8

Using Spread Sheet		Theory	Practical
		3	4
	Basics of Spreadsheet, Manipulation of Cell, Formula and functions, editing of spread sheet, printing of spread sheet	3	4
Introduction to Internet, WWW, and Web Browser		Theory	Practical
		1	4
	Basic of computer network, Application of internet, Connecting to internet , Web Browser, Safe Browsing, Understanding URL, Using E governance websites	1	4
Communication and Collaboration		Theory	Practical
		2	7
Emails	Basic of Electronica Mail		3
	Getting an Email Account		
	Sending and Receiving Mails		
	Accessing Sent Mails	2	
	Using Emails		
Gmail Drive	Online Storage		2
	Document Collaboration		
Discussion and Chats	Instant Messaging: Netiquettes		2
Making Small Presentation		**Theory**	**Practical**
		3	6
MS PPT/ Apple Keynote			
	Basic of Presentation Software	1	2
	Creating Presentation: Preparation & Presentation of sliders	1	2
	Slide Shows		1
	Taking Printout of presentation/Handouts	1	1
		Theory	Practical
Basic Laws of Cyber Crimes and Laws		2	0
	What is a Virus ?		
	What is hacking ?		
	Cyber Laws and Crime	2	0
	Safeguarding the account		
	How to use safely Debit and Credits Cards		
Total Hours		**Theory**	**Practical**
		15	30

- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)
- Training/ Skill partner:- Aptech Meerut

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