Infopark®

Computer Education
SEKIDAFAR CHOWK, SRINAGAR
Accredited to **NIELIT** under accreditation no: PSR-1134

Syllabus For Diploma In Computer Applications (6 Months)

- **COMPUTER APPRECIATION (THEORY)**
  - History and development of computers.
  - Internal components of CPU in detail and their mode of work.
  - Characteristics of computers.
  - Input and output devices.
  - Hardware: Types and mode of work.
  - Software: Types and mode of work.
  - Viruses, their types symptoms and preventive measures., Antivirus & how they work.
  - Network, its types and how does different networks work
  - Computer Memory its types and mode of working.
  - Booting process.
  - Revise up sessions.

- **MICROSOFT WINDOWS 7**
  - Customizing desktop.
  - User accounts and passwords etc.

- **MICROSOFT WORD 2013**
  - Letter drafting, Formattting, Editing,Passwords etc.
  - Working with different documents at one time.
  - Printing options and drawing in word.
  - Resume building.

- **MICROSOFT EXCEL 2013**
  - Accounts maintenance
  - Working with spreadsheets
  - Solving numerical & logical problems

- **MICROSOFT ACCESS 2013**
  - Working with databases.
  - Creating data in table.
  - Creating programs in forms.

- **MICROSOFT POWERPOINT 2013**
  - Using slides to create presentations.
  - Using animation and sound to enhance the effect of presentations.
  - Learning presentation skills.

- **INTERNET RELATED TERMINOLOGY**
  - Creating E-mail accounts
  - Sending and retrieving E-mail.
  - How to download any information from the internet.
  - Internet browsing.
  - Saving the downloaded information on the computer

- **Web designing**
  - Creating web pages using HTML