

GGN KHALSA COLLEGE, LUDHIANA
Certificate course in Computer & Office Applications

Section-A

1. BASIC CONCEPTS OF COMPUTER

Familiarize yourself with characteristics of computers, Identify the, Basic components of a computer, Explain the importance of various, Units of a computer, Differentiate between system software and application, Software, Explain the importance of operating system, Get acquainted with open source, Appreciate the need of computer security.

2. BASICS OF DATA COMMUNICATION AND COMPUTER NETWORKING

Learn the basic elements of data communication system, Describe communication protocols and data transmission modes, explain the use of computer network, describe different components of computer network, and identify different types of network.

Section-B

3. INTRODUCTION TO INTERNET

Explain various terminology used in internet, Use various services provided by internet, search the desired information over internet, define e-mail and its various features, explain the process of downloading file.

Section-C

4. OFFICE PRODUCTIVITY TOOLS

Explain basic menu details of Word processing, create, save, and modify Word file, protect a Word document quickly and efficiently, enter and edit data in a worksheet, format data and worksheets, perform various types of calculations in worksheet using formulas and functions. explain the terms like database, table, record, field, data type, create a database from scratch or using template, create tables for data entry in datasheet view and design view, create queries using wizard and design view, create a Form using various tools, create report in different ways, create presentations using different types of slides, add various multimedia features to slide, save and print a database, query reports, power point presentation.

Section-D

5. PLANNING AND DESIGNING A WEBSITE

Explain the concept of website planning, define the principles of Website Designing, define Website its various types and components, describe website Hosting and its types, get acquainted with domain name registration, host a sample website into a free web hosting server.