

Course code –

Course Title – Certificate in Computing (CIC) – A certification course in computer basic course.

Total Hours 60

Fundamentals of Computers

Input Devices: -Keyboard, Mouse, Joystick, Scanners, Digital Camera, MICR, OCR, OMR, , Light pen, Touch Screen. Output Devices Monitors - Characteristics and types of monitor, Size, Resolution, Refresh Rate, Dot Pitch, Video Standard - VGA, SVGA, XGA etc. Printers - Daisy wheel, Dot Matrix, Inkjet, Laser. Plotter, Sound Card and Speakers.

Various Storage Devices - Magnetic Disks, Hard Disk Drives, Floppy, Disks, Optical Disks, Computer Software ,Need, Types of Software's - System software, Application software System Software - Operating System, compiler ,Assemblers, Interpreter .

Operating Systems –Functions ,Types- Batch, Single, Multiprogramming, Multiprocessing Programming languages- Machine, Assembly, High Level, 4GL, Application Software - Word-processing, Spreadsheet, Presentation Graphics, Data Base Management Software, Number System, Number System of computers- Binary, Octal, Hexadecimal, their conversion. Coding System – ASCII, EBCDIC.

Direction of Transmissions Flow-Simplex, Half Duplex Full Duplex, Types of Network - LAN, WAN, MAN etc. Topologies of LAN - Ring, Bus, Star, Mesh and Tree topologies. Computer Virus: Virus working principals, Types of viruses, Virus detection and Prevention Viruses on network.

Pc Package (Windows, Word, Excel, Power Point)

MS Windows: Introduction to MS Windows; Features of Windows; Various versions of Windows & its use; Working with Windows; My Computer & Recycle bin ; Desktop, Icons and Windows Explorer; Screen description & working styles of Windows; Dialog Boxes & Toolbars; Working with Files & Folders; simple operations like copy, delete, moving of files and folders from one drive to another, Shortcuts & Autostarts; Accessories and Windows Settings using Control Panel- setting common devices using control panel, modem, printers, audio, network, fonts, creating users, internet settings, Start button & Program lists; Installing and Uninstalling new Hardware & Software program on your computer.

Office Packages: Office activates and their software requirements, Word-processing, Spreadsheet, Presentation graphics, Database, introduction and comparison of various office suites like MS-Office, Lotus-Office, Star-Office, Open-Office etc. MS Word Basics: Introduction to MS Office, Introduction to MS Word, Features & area of use. Working with MS Word, Menus & Commands, Toolbars & Buttons, Shortcut Menus, Wizards & Templates, Creating a New Document, Different Page Views and layouts, Applying various Text Enhancements, Working with -Styles, Text Attributes, Paragraph and Page Formatting, Text Editing using various features ; Bullets, Numbering, Auto formatting, Printing & various print options

Advanced Features of MS-Word: Spell Check, Thesaurus, Find & Replace; Headers & Footers, Inserting - Page Numbers, Pictures, Files, Autotexts, Symbols etc., Working with Columns, Tabs & Indents, Creation & Working with Tables including conversion to and from text, Margins & Space management in Document, Adding References and Graphics, Mail Merge, Envelops & Mailing Labels. Importing and exporting to and from various formats.

MS Excel: Introduction and area of use, Working with MS Excel, concepts of Workbook & Worksheets, Using Wizards, Various Data Types, Using different features with Data, Cell and Texts, Inserting, Removing & Resizing of Columns & Rows, Working with Data & Ranges, Different Views of Worksheets, Column Freezing, Labels, Hiding, Splitting etc., Using different features with Data and Text; Use of Formulas, Calculations & Functions, Cell Formatting including Borders & Shading, Working with Different Chart Types; Printing of Workbook & Worksheets with various options.

MS PowerPoint: Introduction & area of use, working with MS PowerPoint, Creating a New

Presentation, Working with Presentation, Using Wizards; Slides & its different views, Inserting, Deleting and Copying of Slides; Working with Notes, Handouts, Columns & Lists, Adding Graphics, Sounds and Movies to a Slide; Working with PowerPoint Objects, Designing & Presentation of a Slide Show, Printing Presentations, Notes, Handouts with print options. Outlook Express: Features and uses, Configuration and using Outlook Express for accessing e-mails in office, Uses of Internet and Emails.