

An ISO 9001:2015 Certified

## INSTITUTE OF COMPUTER MANAGEMENT SCIENCE AND TECHNICAL EDUCATION (ICMS)

Under Section 25 Act of 1956, Central Government of India.

& ICMS- ITI – Under JK-Govt & Affiliated with State Board of Technical Education

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### Basic Certificate Course In Computer Applications (45 Days to 90 Days)

**Objectives of the Course:** This syllabus is designed to familiarize students with computer fundamentals and to make the students familiar with office automation software on Windows platform **Learning Outcomes:** Upon successful completion of the course, the students will learn fundamental concepts of computer hardware and software and become familiar with a variety of computer applications including word-processing, spreadsheets and presentations

#### Detailed Syllabus

- 1. Introduction to Computer (05 Hrs)**  
Computer and Latest IT gadgets, Evolution of Computers & its applications, IT gadgets and their applications, Basics of Hardware and Software, Central Processing Unit, Input devices, Output devices, Computer Memory & storage, Application Software, Systems Software, Utility Software.
- 2. Introduction to Operating System & DOS (10Hrs)**  
Operating System, Basics of Operating System, Booting process, Relation between System software and Application software. & System tools – Disk cleanup, Disk defragmenter. internal Command and external command, file management command : copy, xcopy, del, rename, attrib, backup, restore, restore, ,find, sys, type, del, data, time, prompt. Directory command: dir, md, rd, tree, path, Booting.
- 3. Number System (05Hrs)** Binary number system, Binary to Decimal Conversion, Decimal to Binary Conversion, Octal number system, Octal to Decimal Conversion, Decimal to Octal Conversion, Hexadecimal number system, Hexadecimal to Decimal Conversion, Decimal to Hexadecimal Conversion.
- 4. Word Processing (9Hrs)**  
Word Processing Basics, Saving, Closing, Opening an existing document, Title Bar, Menu Bar, Toolbars & Sidebar, Save and Save As, Using the Help. Page Setup, Page Layout, Borders, Watermark, Print Preview, Printing of Documents, PDF file and Saving a Document as PDF file. Editing Text, Text Selection, Cut, Copy and Paste, Font, Color, Style and Size selection, Alignment of Text, Undo & Redo, AutoCorrect, Spelling & Grammar, Find and Replace. Formatting the Text, Creating and using user defined Styles, Format Painter. Paragraph Indentation, Bullets and Numbering, Change case, Header & Footer, Table Manipulation, Insert & Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of Row, Column and Merging & Splitting of Cells, Border and Shading, Mail

Merge, Table of Contents, Indexes, Adding Comments, Tracking changes, Macros, *Introduction to Google docs.*

**5. Spreadsheet**

**(10Hrs)**

Elements of Spread Sheet, Creating of Spread Sheet, Concept of Cell Address [Row and Column] and selecting a Cell, Entering Data [text, number, date] in Cells, Page Setup, Printing of Sheet, Saving Spreadsheet, Opening and Closing, Manipulation of Cells & Sheet, Modifying / Editing Cell Content, Formatting Cell (Font, Alignment and Style), Cut, Copy, Paste & Paste Special, Changing Cell Height and Width, Inserting and Deleting Rows, Column, AutoFill, Sorting & Filtering, Freezing panes. Conditional Formatting. Formulas, Functions and Charts, Using Formulas for Numbers (Addition, Subtraction, and Multiplication & Division), AutoSum, Functions (Sum, Count, Max, Min, and Average), Sort, Filter, Advanced Filter, Database Functions (Dsum, Dmin, Dmax, Dcount, and Dcounta), What-if Analysis, Pivot table/Charts, Data Validation.

**6. Presentation**

**(10Hrs)**

Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Inserting & Editing Text on Slides, Inserting and Deleting Slides in a Presentation, Saving a Presentation, Inserting Table, Pictures and Other Objects, Resizing and Scaling an Object. Creating & using Master Slide, Presentation of Slides , Choosing a Set Up for Presentation, Running a Slide Show, Transition and Slide Timings, Automating a Slide Show, Enhancing Text Presentation, Working with Color and Line Style, Adding Movie and Sound, Adding Headers, Footers and Notes, Printing Slides and Handouts.

**7. Introduction to Computer Network and WWW**

**(10 Hrs )**

Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Network Topology. Transmission media & method of communication, Cabling: straight through and cross over, Introduction to IP Address, MAC address. Concept www and webpage , website .

**8. E-mail,**

**(05Hrs)**

Structure of E-mail, Using E-mails, Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, Replying to an E-mail message, Forwarding an E-mail message, Searching emails,

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**Govt Registered IT and Skill Development Organization**

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GOVERNMENT. OF INDIA**