

**RAJA NARENDRA LAL KHAN WOMEN'S COLLEGE
(ATONOMOUS)**

Internal Quality Assurance Cell

Syllabus for

Certificate Course in Information and Communication Technology [CICT]

Course Hours: 30

A. FUNDAMENTAL OF COMPUTER

1. What is Computer.
2. Characteristics of Computers.
3. Application of Computer.
4. Computer Generation.

B. Computer Organization

5. Input Unit
6. Output Unit
7. Computer Storage Unit
8. Control Unit(CU)
9. Arithmetic Logic Unit (CU)
10. Central Processing Unit(CPU)

C. Computer Memory

1. What is Memory & Types of Memory
2. Main Memory
3. Cache Memory
4. RAM & ROM Memory
5. Secondary Storage Devices

D. Operating System & Software

1. What is operating System
2. Main Function of an operating System
3. Introduction, Desktop features, Folder creation etc.
4. Types of Computer Software
 - a. Application Software
 - b. System Software
5. Introduction, Desktop features, Folder creation etc.
6. Taskbar features, Explorer.

E. Computer Network and Internet

1. What is computer Network
2. Different types of Computer Network
 - a. LAN
 - b. MAN
 - c. WAN
 - d. PAN
3. What is Computer Internet.
4. Internet IP Address.
5. Different Types of Network Device.

6. Basic Concept of Website & Static and Dynamic Web Page
7. Application of Computer Internet.
8. Web Browsing and Searching.
9. E_Mail Id Creation and Mail Management

F. MS-WORD 6 hrs.

1. Introduction of MS-WORD.
2. Creating, Editing, Printing.
3. Page layout, Formatting text and paragraph.
4. Checking Spelling, Grammar etc.
5. Bullets and Numbering.
6. Insert Symbols, Borders and shading, Drop Cap.
7. Creating and modifying tables, Header and Footer.
8. Word art, Drawing.
9. Mail Merge

G. MS EXCEL

1. Introduction of MS-EXCEL.
2. Creating , Editing, Printing, Page layout, Formatting text.
3. Calculate Sum, Average ,if , Sum if, Count if ,Count , Counta etc. Formula &Grade calculation etc.
4. Sort.
5. Creating and generating Chart Using Datasheet or Wizard.
6. VLOOKUP & HLOOKUP Formula and Macro Function
7. Different types of Chart Creation
8. Calculating Function formula(AND, OR, NOT).
9. Create and Manage Pivot Table.

H. MS PowerPoint

1. Create a Presentation
2. Insert and Format Slides
3. Modify Slides
4. Change Presentation Options and Views
5. Presentation for Print and Show
6. Insert and Format Text, Shapes, and Images
7. Insert and Format Text
8. Insert and Format Shapes and Text Boxes
9. Insert and Format Images
10. Insert Tables, Charts, SmartArt, and Media
11. Insert and Format Charts
12. Insert and Format SmartArt graphics
13. Insert and Manage Media
14. Apply Animations
15. Timing for Transitions and Animations