

**Certificate Course in Computer Fundamental and Applications**  
**Duration: 6 months (45 Teaching Hours), Marks=100**

**Module—wise Syllabus:**

**Module I. Computer Fundamentals**

**(Theory: 6Hrs., Marks= 14)**

- a. Classification of Computers
- b. Computer Hardware and System Software
- c. Generations of Computer
- d. Brief Description of Functional Blocks of a Computer
- e. Input / Output Devices
- f. Storage Devices
- g. Bus
- h. Algorithm & Flowchart

**2. Familiarity with Operating System: using Windows**

**(Lec : 6 Hrs., Marks=12)**

- a. Basic Features of an Operation System
- b. Different types of O/Ss
- c. CUI& GUI
- d. Main Component of WINDOWS
- e. Device Manager & Control Panel
- f. Software Installation & Uninstalling

**3. MS Office**

**(Prac: 25 Hrs . Marks= 50)**

- a. MS WORD
- b. MS EXCEL
- c. MS POWERPOINT
- d. MS ACCESS (brief discussion only)

**4. Digital Logic and Circuit Design**

**(Theory : 4Hrs . Marks= 14)**

- a. Basic Logic Gates & Universal Logic Gates
- b. Combinational Circuit – Adder, Subtractor, Encoder, Decoder, Multiplexer, De Multiplexer

**5. Introduction to HTML and internet Surfing**

**(Prac: Hrs : 4, Marks=10)**