Certificate Course in Computer Applications & Digital Skills

- Duration
- 6 Months (240–300 Hours)
- Eligibility
- 10th / 12th Pass
- Course Type
- Vocational / Skill Development

🎯 **Course Objectives**

Students will:

- Understand computer
- fundamentals
- Operate Windows operating system
- Use MS Office confidently
- Use internet & email
- professionally
- Perform basic data entrywork
- Understand basic cybersecurity
- Prepare for office jobs

📚 **Course Structure**

Module 1: Computer Fundamentals (Month 1)
Topics:

- Introduction to computers
- Hardware & software basics
- Input & output devices
- Operating system basics
- File management

Practical:

- Creating folders & files
- Installing basic software
- Using USB devices

Module 2: MS Word & Documentation (Month 2)
Topics:

- Creating documents
- Formatting text Tables &
- page setup Resume
- preparation Letter writing

Practical:

- Creating official letters
- Resume designing
- Document formatting practice

Module 3: MS Excel & Data Handling (Month 3)

Topics:

- Excel basics
- Formulas & functions
- Data sorting & filtering
- Charts & reports
- Basic accounting sheets

Practical:

- Salary sheet preparation
- Attendance sheet
- Expense tracker

Module 4 : MSPowe Point & Presentation Skills (Month 4)
Topics:

- Creating presentations
- Slide design
- Animation basics
- Presentation techniques

Practical:

- Project presentation
- Business presentation

Module 5: Internet, Email & Digital Skills (Month 5)
Topics:

- Internet browsing Email
- creation & usage
- Online form filling
- Digital payments
- Cloud storage
- basics Cyber safety

Practical:

- Sending official email
- Uploading documents
- Creating Google Drive folder

Module 6: Advanced Basics & Job Preparation (Month 6)

Topics:

- Introduction to Tally (basic)
- Data entry practice Typing
- speed improvement
- Interview preparation
- Workplace computer ethics

Activities:

- Final computer project
- Resume preparation
- Mock office task

🏫 Infrastructure Required

- Computer lab (1 system per student recommended)
- Internet connection
- MS Office / LibreOffice
- Projector
- Printer

🎓 Learning Outcomes

After completion, students will:

- Work in office as data entry
- operator
- Use MS Office professionally
- Handle emails & digital tasks
- Prepare presentations
- Perform basic accounting entries

Your paragraph text