

St Thomas College, Kozhencherry
Certificate Course in *Basic Computer Course*



Name of the Department: Common Computer Facility Centre

Course Coordinator: Ms Jyothi V

Duration of the Course: 30 hours(20 hours theory and 10 hours practical)

Course Objectives:

- Acquire basic computer awareness
- Perform basic operations on the computer
- Create, edit and format documents using a word processor
- Access the Internet and search for information from various sources
- Create e-mail account and use it for various purposes

Course Outcomes:

- Able to operate Microsoft Office: Word, Excel & Power Point
- Know the basics about computers and its components
- Locate files, manage files and folders
- Use Internet for education and other purposes
- Operate an email account, compose an email along with attachments

Course Outline

Module 1: (4 hours)

Microsoft Office -Word

Module 2:(4 hours)

Excel

Module 3:(4 hours)

Power Point

Module 4:(4 hours)


File Management

Module 5: (4 hours)

Access the Internet and browsing, e-mail, online payment, submission of application forms etc.

Module 6: (10 hours)

Practical



Principal In Charge
St. Thomas College
Kozhencherry

Mode of Evaluation:
Practical Exam

Recommended Readings:

1. *Information Technology for the Office* by Antony Thomas
2. *Fundamentals of Computer and Data Communications*




Principal in Charge
St. Thomas College
Kozhencherry