

Course Name : Certificate Course in Computer Fundamental & Office Automation

Course Code : C21/C21F

Eligibility : 10th

Fee : Rs 5,000/-

Duration : 03 Months (120 Hrs)

Subject code	Subject	Topics	T	P	Total Dur. Hrs.	Total Marks
C21-01	Computer Fundamentals & Personal Information System (Outlook express)	<ul style="list-style-type: none">- Computer Architecture and Fundamentals- Operating Systems & MS-DOS, MS Windows OS.- Internet Essentials, Email & Outlook Express	20	30	50	70
C21-02	WordProcessing, Spread Sheets, Presentation Graphics and PC Data Bases	<ul style="list-style-type: none">- Ms- Office Package 2010- MS- Word, Excel & Powerpoint	15	30	45	70
C21-03	Typing-English & Punjabi GPT Overview	<ul style="list-style-type: none">- Overview of Chat GpT- Typing (English & Punjabi) Asees font	05	20	25	60
Total			40	80	120	200

Subject Code: C21-01

Subject: Computer Fundamentals & Personal Information System (Outlook express)

Course Code: C21/C21F

Computer Architecture and Fundamentals
Introduction to Computers, Characteristics / History / Generations / Classification: (Micro, Mini, Mainframe and super computers) and Applications of computers. Block Diagram of Computer. Basic Computer Organization: Hardware vs. software, Types of Software, Understanding input, output, and processing, Data Representation: Number systems (binary, decimal, hexadecimal), Character encoding (ASCII, BCD, EBCDIC)
Operating Systems & MS-DOS, MS Windows OS.
Operating Systems: Introduction to operating systems and its functions, Types of operating systems (Windows, macOS, Linux) MS DOS: DOS and versions of DOS, Internal Commands : DIR, MD, CD, CLS, COPY, DATE, DEL, PATH, PROMPT, REN, RD, TIME, TYPE, VER, VOL; External Commands : XCOPY, ATTRIB, BACKUP, RESTORE, FIND, SYS, FORMAT, CHKDSK, DISKCOPY, LABEL, MOVE, TREE, DELTREE, DEFRAG, SCANDISK, UNDELETE. Batch Files: Introduction to simple batch files; Introduction to CONFIG.SYS and AUTOEXEC.BAT files. MS Windows: Fundamentals of Windows, Types of Windows, Anatomy of windows, Icons, Recycle bin, Operations on Folders, Registry of Windows: Basics, Editing; Control panel. managing files and folders using File Explorer. managing network connections.
Internet Essentials, Email & Outlook Express
Introduction to the Internet: Definition and history of the Internet, Web Server; Web Client/Browser, Internet, Intranet, Extranet, WWW, URL Email and Outlook Express: Architecture and Services, Message Component, Steps involved in setting up an email account. Create and manage email folders in Outlook Express to organize emails.

Subject Code: C21-02

Subject: Word Processing, Spread Sheets, Presentation Graphics and PC Data Bases

Course Code: C21/C21F

Ms-Office Package 2010
Introduction to MS Office 2010, defining a suite of software, selecting options within Office programs, Working in Documents, Cutting, Copying, and Pasting, Advantages of Word Processing in Windows, Various MS Office Packages Available
Microsoft Word
Its Primarily usage. Steps involved in creating, saving, and closing a document. Save and SaveAs option. Pring a word document, Print preview. Formatting pages: Using layout methods, creating headers and footers, numbering pages, Changing page margins. Printing a document, choosing page Size and Orientation, changing page Size, Changing Orientation, Inserting Section and Page Break. Splitting page in multiple columns, inserting page numbers, indentation, and page spacing. Formatting text: Using Styles, formatting paragraphs, formatting characters, auto-formatting, creating lists; Working with text (e.g., changing font, size, color, and style), text appearance, Text alignment, Line spacing, Bullets and numbering. Find and Replace, spelling and Grammar, Thesaurus, Autocorrect. Inserting clipart and working with wordart. Introduction to Tables: How to create and Insert Table. Entering and editing data in table, Navigating a Table, Entering Text, Managing Columns and Rows, Inserting and Selecting Columns and Rows, Deleting Columns and Rows, Adjusting Cell Height, Adding Borders and Shading, Applying Shading, Converting Text to a Table Mail merge: Mail merge and its usage. preparing data sources (Excel, CSV, etc.), and setting up the main document for letters, labels, and emails. Introduction to templates and styles: Overview of Templates, Working with Templates, Utilizing Wizards
Microsoft Excel:
Spreadsheet Package: Introduction to Spreadsheets, sheets and cells; Opening and saving spreadsheet files; Working with sheets: inserting new sheet, deleting and renaming sheets, moving around the worksheets. Viewing a spreadsheet: freezing rows and columns, splitting screen, working with multiple worksheets. Cell formatting: Altering Column Width, Adjusting Row Height, Font Formatting: Changing font type, size, and style (bold, italic, underline), Modifying Font, Changing Text Alignment, Wrapping Text, Setting Vertical Cell Alignment, Applying Advanced Formatting, Implementing Conditional Formatting, Working with data: Typing text, numbers, and dates into cells, Auto-filling data, Importing Data cell referencing, formatting cells, entering numbers, entering numbers as text. Sorting and Filtering of data

Working with formulae: Adding and copying formula in a cell, Common Excel Functions (SUM, AVERAGE, MIN, MAX, COUNT, COUNTA), Logical functions (IF, AND, OR, NOT), Text Functions, Date and Time Functions (TODAY, NOW, DATE), VLOOKUP, HLOOKUP, Mathematical and Statistical Functions

Printing a spreadsheet document: using print ranges, page formats, inserting page breaks, headers and footers; , Previewing the worksheet, Printing of the worksheet.

Introduction to Graphs and Charts: Creating Charts, Types of Charts, Working with Chart Data, Editing data ranges in charts, Modifying chart elements (titles, labels, legends), Changing colors and styles.

Microsoft Powerpoint

Introduction, Applications of Power Point. Saving a Presentation, Opening and Closing the Presentation. View the Presentation, Creating a new presentation. Different views of the presentation, Slide sorter.

Powerpoint Slides: Steps involved in Creating a New Slide, Adding and Managing Slides, Inserting new slides, Rearranging and deleting slides, Duplicating slides. Adding slides from another presentation. Reordering the slides, Types of slides.

Working with objects: Inserting Text Boxes, WordArt, Inserting Images and shapes, SmartArt, Charts and Graphs, Inserting Tables, Editing and formatting text, Creating Objects.

Slide Animation and Transitions: Introduction to Animations and Transitions, Applying and Customizing Slide Transitions, Adding Animations to Objects, Animation Effects, Saving presentations with animations and transitions.

Subject Code: C21-03

Subject: Typing- English & Punjabi GPT Overview

Course Code: C21/C21F

ChatGPT
Introduction to ChatGPT, Learn about the technology, what it can do, and how to use it. ChatGPT's advantages and limitations. ChatGPT Applications: ChatGPT in education, Creativity, business applications and in Daily Life. Safety and Privacy : Safe use of ChatGPT and Data Privacy.
Introduction to English Typing Basics
Overview of the keyboard layout (QWERTY or other layouts), Basic keyboard functions and key identification. Introduction to touch typing technique: Proper finger placement on the home row. Typing in English: Typing alphabetic characters: lower and upper case, Typing numbers and special characters.
Introduction to Punjabi Typing Basics:
Overview of the Punjabi script (Gurmukhi), Introduction to the Inscript keyboard layout for Punjabi typing. Developing Basic Punjabi Typing Skills: Typing basic Gurmukhi characters and vowels and Typing conjunct consonants and matras.

Note : Regular typing practice is necessary in both English and Punjabi.
Focus on improving typing accuracy and reducing errors.