Certificate in Computer Concept

CCE offers many job oriented computer courses."Certificate in Computer Concept" is one of the CCE approved course.The detailed contents of this course is in the attachment.

COURSE CODE: CCCE-CC10

ELIGIBILITY: 10th

DURATION: 6 Months

Personality Development & Communication Skills

ENGLISH

- Speaking Fluently , Grammar , Pronunciation , Vocabulary , Listening , Reading , Writing

ACTIVITY

- Mind & Speech Co-ordination , Logical Thinking , Communication Process , Public Speaking , Body Language , Interview Handling , Group Discussion

PERSONALITY DEVELOPMENT

- Attitude Management , Success , Motivation , Self Esteem , Interpersonal Skills , Goal Setting

Computer Fundamentals

- Introduction To Computers , Types Of Computer , History Of Computer , Generation Of Computer , PC & Its Components , Disk Defragmentor , Categories Of PC , Evolution Of Micro Processors , Registers Of Micro Processors , Basic Components Of Computer System , Input Output& Storage Units , Software , Types Of Software , Types Of Operating System , Categories Of OS , Example Of Utility Program , Programming Languages , Generations Of Programming Language , Application Software , User &Example Of Application Software , Viruses , Types Of Virus , Virus Detection &Prevention , Communication Process , Communication Protocols , Communication Channel/Media , Modem , Components Of LAN , Types Of Internet Connections , Internet& Its Advantages , Internet Services , WWW & Common Technologies of Internet

PC Package (Word , Excel , Power Point)

Office package

- Word processor Software , Spreadsheet software , Presentation software , Database Management software

MS Word

- Introduction to Ms Office , Introduction to Ms Word , How to Start , Components of Ms Word , File Menu , Edit Menu , View Menu , Insert Menu , Format Menu , Tools Menu , Table Menu , Window Menu , Help Menu

MS Excel

- Introduction to MsExcel , Calculations , Formula , Functions , Insert Row/Columns , Create Chart , Format Sheet

Tools Menu

- Goal Seek , Scenario , Auditing

Data Menu

- Sort , Filter , Advance Filter , Sub total , Forms , Validations , Table , Consolidate , Pivot table , Window , Help

Ms PowerPoint

- Introduction , Insert New Slide , Format Slide , Slide Show

Accounting Package (Tally 5.4 , 6.3 , 7.2 , 9 , ERP)

Computerized Accounting With Tally

- Tally Fundamentals , Basic & Advanced Accounting , Accounting fundamentals , Types of Accounts and their rules , Company Create Alter and Delete , Types of Accounting Vouchers , Cost Centers , Inventory features , Types of Inventory Vouchers , Statutory Accounting , Price Levels , Voucher classes , Multi Currency , TDS , VAT , Payroll system , Job Costing , ODBC , Import and Export Tally Data

Graphics Designing (PageMaker , CorelDraw , Photoshop)

Pagemaker

Adobe Pagemaker

- Components of Pagemaker , ToolBox , Palettes , Working with text

Constructing a Publication

- Creating a new Page , Save publication , Preferences

Edit Text

- Edit Story , Master Pge , Measurement , Ruler & guideline , Pge numbers

Layout menu

- Sorting page , Deleting Pge

Text formatting

- Type Menu , Control Palette , Expert Tracking , Indents And Teb

Element Menu

- Fill , Fill and Stroke , Create a Frame , Arrange , Wrap textGroup Object , Image Control , Using PhotoShop Effect , Change the Shape Of Polygon/ Rectangle

Utilities Menu

- Checking Spelling & Grammer , Change Case , Intex Entry

Coreldraw

- Introduction to corel draw , Toolbars , Components of Corel draw

What is New in edit Menu

- Introduction to corel draw , Duplicate , Clone

View menu

- Full screen Preview , Grid and ruler setup

Layout Menu

- Insert page , Delete page , Switching page Orientation , Page setup

Arrange menu

- Introduction , Transformation , Order , Behind , Group , Shaping

Effects Menu

- Adjust , Transform , Artistic Media , Contour , Extrude

Bitmap Menu

- convert to bitmap , Mode , 3d Effect

Art Strokes

- Charcol , Pastels , Pen & ink , Scrap oared , Sketchpad , Watercolor , Blur , Smooth , Color transform , Halftone

Art Stockes

- Edge Detect , Find edge

Creative

- Crafts , Glass black , Sample glass

Distort

- Blocks , swirl

Noice

- Add Noice

Text menu

- Edit text , Fit text to path

Tools & windows

Photoshop

- Introduction to Photoshop , About wark area , Toolbox overview

File menu

- What is new in file

Edit menu

- What is s new in file , Transform & Patten

Image menu

- Mode , Rotate image

Layer menu

- New layer , Layer styles , New fill layer , Add layer mask

Select menu

- Inverse , Feather , Modify , Grow

Filter menu

- Extract , Artistic , Blur , Brush stroke , Distort , Pixel ate , Render , Sharpen , Sketch

Introduction to Internet

Introduction to HTML

- Introduction to html , HTML element and tags , Evolution of HTML , Creating HTML document , Body element , Block formatting element , Heading element , Marquee element , Paragraph element , List element , Anchor element , Graphics element , Table element , Form element , Frame element

Java Script

- Introduction to java script , Event in java script , Script element , Functions in java script , variables , Operators , Comment Indicator , Conditional branching Statement , The switch Statement , Loops , Arrays , System defined function , Catching Errors , Cookies , Event handles , Object Hierarchy model

VB Script

- Introduction to VB Script , Variables , Operators , Conditional branching statement ,Conversion functions , Predefined functions , String handling functions , Data type functions , Date Function

Dynamic HTML

- DHTML features , Event , DHTML property , Example of DHTML , Style Sheet , Cursor CSS properties , The inner HTML property , The Div element , Text Positioning , Multi media effects Macromedia Dream viewer