

Certificate in Data Entry Operator

CCE offers many job oriented computer courses.”Certificate in Data Entry Operator” is one of the CCE approved course. The detailed contents of this course is in the attachment.

COURSE CODE : CCE-CC12

ELIGIBILITY : 10th

DURATION : 4 Months

SYLLABUS

Introduction to Computer with their Input & Output

- Basic Introduction of a Computer , Input Devices , Output Devices , Data & Information ,Computer Architecture , CPU & Memory Organization , History of Computer , Generation of Computer

Fundamentals of Operating Systems & Applications & System Software

- Dos , Windows

Office Automation (MS Word , MS Excel , MS Power Point , Access)

- Introduction of MS Office

Internet & Email Services

- Fundamental , Browsing , Creating Email Account , Sending & Receiving Email