IT TOOLS

Objective of the Module:

The goal of this Module is to present overview of IT tools used in day to day use of computers and data base operations. The Module has been designed to provide knowledge on various hardware and software components of computer, operating system, various packages used for different applications, data base concepts & operations and various issues related to IT and application of IT.

At the end of the Module, the students will be able to:-

- Acquire the foundation level knowledge required to understand computer and its operations.
- Understand the hardware and software components of the computer.
- Understand the basic concept of operating system & get knowledge about various different operating systems.
- Understand to use the packages of word processing, spread sheet and presentation in details.
- Understand various data base concepts and operations.
- Understand the issues related to IT and IT applications.

Course Content:

- Computer Appreciation
- Computer Organization
- Operating System
- Word Processing
- Spreadsheet Package
- Presentation Package
- Data Base Operations

Course Guidelines:

1. Course duration is 45 days. 30 days out of total duration of the course is reserved for **Study Period** since the date of registration. After Study Period, exams must be completed within the remaining 15 days positively.
2. Be careful while facing the Exam.
3. No Re-exam can be arranged.

Technical Specifications:

- Windows 7, 8, 8.1
- Android or Windows based Smartphone
- Internet Explorer 11, Google Chrome 40.0.2214.94, Mozilla Firefox 35.0.1
- Internet connection: 2Mbps or above
- PDF Reader
- Media player for mpeg format
- Adobe Flash Player

Eligibility: Madhyamik or Equivalent.

- *IT IS MANDATORY TO DEPOSIT COURSE FEES & TO UPDATE RELATED DOCUMENTS WITHIN 3 DAYS FROM THE DAY OF REGISTRATION. YOUR COURSE WILL BE ACTIVATED FROM THE DAY OF REGISTRATION*
- CLICK HERE TO VIEW THE PAYMENT PROCEDURE: