Certificate in MS-Office with Internet

Objective of the Module:

The goal of this Module is to present overview of MS-Office used in day to day use of computers and data base operations. The Module has been designed to provide knowledge on various packages used for different applications, data base concepts & operations and various issues related to IT and application of IT & provide you the conceptual and technological developments in the field of Internet. Its applications and the TCP/IP protocols widely deployed to provide Internet connective worldwide. The World Wide Web with its widespread usefulness has become an integral part of the Internet.

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 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.
- Describe the basic concepts for network implementation.
- Learn the basic working scheme of the Internet and World Wide Web.
- Figure out the various security hazards on the Internet and need of security measures.

Course Content:

- Computer Appreciation
- Computer Organization
- Word Processing
- Spreadsheet Package
- Presentation Package
- Data Base Operations
- Introduction to Internet
- TCP/IP – Internet Technology and Protocol
- Internet Connectivity
- Internet Network
- Services on Internet (Definition and Functions)
- Electronic Mail
- Current Trends on Internet

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, following exams must be completed within the remaining 15 days positively.
   - Demo Test
   - Assignment 1
   - Assignment 2
   - Test Exam
   - Final Exam

2. Demo Test is just a sample test to give you a preview regarding the exam.
3. Assignment 1 & Assignment 2 will be helpful for preparation.
4. 30% of scoring from Average of (Assignment 1, Assignment 2 & Test exam) will be added to the final marks.
5. 70% of scoring from Final exam will be added to the final marks.
6. Be careful while facing the Test & Final Exam.
7. 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 :