Certificate: Course on Computer Concepts (CCC)
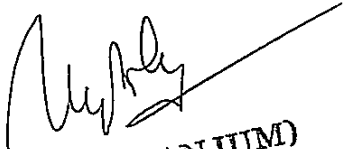
Syllabus Outline: **Total: 80 Hours**

Sl. No.	Topic	Theory (Hours)	Practical (Hours)
1	Introduction to Computer	3	2
2	Introduction to Windows	2	6
3	Basic DOS Commands	2	4
4	Elements of Word Processing (MS Word) Use of Hindi Fonts	8	10
5	Spreadsheets (MS Excel)	8	10
6	Computer Communication and Internet	4	-
7	WWW and web Browser	2	3
8	E-mail	2	2
9	Making small Presentation (Power Point)	4	8
	Total Hours	35	45

(NAYAB ANJUM)
Incharge (Edu. & Trg.)