

HAJI ANFAR ALI COLLEGE

DOBOKA: HOJAI : ASSAM

Updated

SYLLABUS

FOR

Compulsory Basic Computer Education for All (CBCEA)

Name of the Course	:	Compulsory Basic Computer Application
Education for all		
Nature of the Course:		Certificate Course
Duration	:	3 Years in three part (Six semester)
Eligibility	:	10+2 Standard or an equivalent qualification

BROAD OBJECTIVE

'Compulsory Basic Computer Education for All' is an ambitious Computer Course introduced by Haji Anfar Ali College in the academic Session 2013. No education is complete in the present-day world without computer education. Therefore, the main objective of the Course is to equip the students of the college with the know-how of Computer Application so that they may stand on their own feet with the knowledge of computer in today's world.

The greater bulk of the students of this region are deprived of the advanced technological education which is deemed essential for the students of the present generation. As such, the 'Compulsory Basic Computer Education for All' launched by Haji Anfar Ali College comes a real boon the largely poor and marginalized student community of this area. Great many students of the college have established themselves with the blessing of the Diploma Certificates awarded upon the successful completion of the Course. The benefit of the course comes to the students virtually for free, except for a nominal fee of Rs. 30/- (Rupees Thirty) only to be paid at the time of Admission.

WHAT THE STUDENTS CAN LEARN FROM THE COURSE

Upon successful completion of the course, students will fully know:

- Windows 7 operating and use its various features
- Microsoft Word features and improve communications through creation of complex documents and merging information.
- Microsoft PowerPoint features to improve communications by modifying and enhancing presentations.
- Microsoft Excel features for efficient organisation of data and mathematical calculation.
- Microsoft internet explorer features can be access to Internet and sending or sharing of data.
- Microsoft Access features for organizing, managing and reporting administrative data.
- Tally.ERP 9 features for Financial Accounting with Inventory and Taxation management and reporting.
- Microsoft Outlook features for better communications in personal information management.
- Computer writing and typing by improved writing skills in both academic and non-academic fields.

COURSE STRUCTURE

The Course contents have been divided into 3 parts and each part is distributed in 2 Semesters.

Compulsory Basic Computer Education for All (1st Year) For 1st Semester & 2nd Semester

Module Objective

Fundamentals of Computers

Operating System with Windows 8/10

Microsoft Office Word 2016/2019

Microsoft Office PowerPoint 2016/2019

Microsoft Office Excel 2016/2019

After completing the Course, students should be able to understand the fundamental concepts of computing, basic ideas of computer hardware and software, computer operation, word processing, preparing presentation and electronic spreadsheet.


Principal
Haji Anfar Ali College
Doboka : Hojai : Assam