

**BETHUADAHARI COLLEGE COMPUTER LITERACY  
CENTRE**

**BETHUADAHARI, NADIA  
3 – MONTHS CERTIFICATE COURSE  
SYLLABUS**

Day – 1:

1. Different Parts of a Computer
2. Switching on a Computer
3. Shutting down a Computer
4. Precautions needed in a Computer Class
5. Test

Day – 2: MS Word

1. Small Case Typing
2. Capital Case Typing
3. Italics
4. Underline
5. Bold
6. Fonts
7. Font sizes
8. Test

Day – 3: MS Word

1. Alignment
2. Tab
3. Bullets
4. Copy
5. Cut
6. Paste
7. Test

Day – 4: MS Word

1. Margins
2. Space
3. Superscripts
4. Subscripts
5. Colouring of Texts
6. Page Number
7. Test

Day – 5: MS Word

1. Insert Table
2. Add/Delete Rows & Columns
3. Table Tools
4. Test

Day – 6: MS Word

1. Word Art
2. Water mark
3. Text directions
4. Print
5. Test

Day – 7: MS Word

1. Edit
2. Save
3. Grammar/Spelling Corrections
4. Synonyms /Antonyms
5. Word count
6. Arranging Alphabetically
7. Test

Day – 8: MS Excel

1. Input Data
2. Save
3. Copy
4. Paste
5. Title
6. Insert /Delete Cells/Columns/Rows
7. Test

Day – 9: MS Excel

1. Addition
2. Subtraction
3. Multiplication
4. Division
5. Formula
6. Average
7. Arranging in increasing or decreasing order
8. Test

Day – 10: MS Excel

1. Line Diagram
2. Scatter Diagram
3. Pie Chart
4. Bar diagram
5. Histogram
6. Test

Day – 11: MS Word (Drawing)

1. Different shapes
2. Filling up shapes
3. Symbols
4. Shades
5. Background
6. Text Box
7. Test

Day – 12: Internet

1. Connecting internet
2. Google Search
3. Creation of e-mail ID
4. Write mail
5. Send mail
6. Checking Inbox
7. Test

## RULES & REGULATIONS

1. All third year students are admitted to their classes.
2. There are seven time slots in each day of learning. Students are free to choose one time slot from twenty one slots in a week. Once slot is chosen cannot be changed.
3. There will be twelve classes in a course. After twelve classes the course will be completed.
4. Certificate will be issued only to the students who will attend at least 8 classes and passed in the class tests.
5. Each student will have to note his attendance in the Register kept with the Computer Instructor.

## PLAN OF COURSE

TIME	MONDAY	WEDNESDAY	FRIDAY	TOTAL
10.30 -11.15	40	40	40	120
11.15 - 12.00	40	40	40	120
12.00 - 12.45	40	40	40	120
12.45 - 13.30	40	40	40	120
14.15 - 15.00	40	40	40	120
15.00 - 15.45	40	40	40	120
15.45 - 16.30	40	20	00	60