TITLE	COURSE DETAILS
Windows Operating System (Win8.1 & Win10)	• Recognizing the basic components of computer and terminology. • Understanding data, information and file management. • Creating documents using Word processor, Spreadsheet & Presentation Software. • Understanding computer networks and Internet • Learning to use e-Governance applications • Overviewing Windows 8.1 and Windows 10. • Understanding Internet Applications, E-mail Account & Its Functions, utility of Search Engine
Microsoft Word	• Leaning the formatting skills on paragraphs, tables, lists, and pages. • Knowledge on navigating the Word Ribbon Interface. • Learning the utilities of Auto text, AutoCorrect, Footnotes and Bookmark. • Working with text objects and illustrations. • Acquiring important reading and writing skills • Demonstrate the mechanics and uses of Mail Merge and Word tables to organize and present data. • Working knowledge of using Word's themes to create a variety of visual effects. • Word's advanced formatting techniques and presentation styles. • Applicable knowledge and uses of accepted business style formatting conventions. • Application based tutorials and projects
Microsoft Powerpoint	• Learning to modify presentation themes. • Analyzing formatting techniques and presentation styles • Working with text, themes, and styles along with creating charts and tables. • Inserting media clips and animation • Learning use of macros, customize, package and publish your presentation • Creating and manipulating simple slide shows with outlines and notes. • Use design layouts and templates for presentations. • Work with Master Slides and applying animated special effects • Set up slide shows and rehearse timings for your slides • Collaborate using social media and PowerPoint together

ADVANCED COMPUTER	
Flow Chart	• Understanding concepts of computer architecture • Acquire knowledge on flowchart and algorithm • Creating, Understanding and Analyzing Flow line (Arrowhead) with the help of Terminal, Process, Decision, Input/Output, Annotation (Comment), Predefined Process, On-page Connector, Off-page Connector • Using the following operations in flowcharts: input data, output data, counting, branching, and testing data, simple arithmetic operations. • Designing and analyzing flowcharts for simple programs to make output devices: perform a sequence of actions, respond to information from sensors, and make use of feedback.

WEB DESIGNING	
HTML	• Understanding concepts of algorithm and flow chart programming • Studying the nature of HTML • Design and create a web page text using image; table; hyperlink; language and terminology • Learning the application of HTML tags like Head, Body, Headings, Lists, Forms, frames, and table e.tc. • Application of tags in creating web pages