



An ISO 9001:2008 Certified Institute
GLOBAL INFOTECH

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Affiliated from NIELIT (National Institute of Electronics and Information Technology), Government of India

भारत सरकार द्वारा मान्यता प्राप्त कम्प्यूटर सेंटर

Course Duration: 6 Months		CCA	Course Fees : Rs.6000/-
Certificate Course in Computer Applications			
Computer Fundamentals	Introduction to Computer, Generations. I/O Devices , Storage Devices. Application / System software's. Role of operating System. Number Systems , Digital process of computer Conversion of Binary code. Introduction to LAN, WAN & Internet.		
Operating Systems	Windows 10 Professional DOS (Disk Operating System) Linux and UNIX		
MS Office (2003, 2016)	MS Word : To write rich text documents MS Excel : Manage data with datasheets with Functions MS Power Point : To create slides for presentation MS Outlook Express : To manage E-mails .		
Multimedia	Using external disks , Scanner (PDF & JPEG Files) Using Printer, Transferring Data , Zip / Unzip Delete data and manage it, Using Networks.		
Internet Applications	Introduction to Internet. Open web sites. E-mail process (Create, read, write , Delete, Reply, Mail Forward, File Attachment). Search Process (websites, images, etc). Sending & Reading Greetings. Messengers Services, Facebook. Google Earth, Remote Login. Downloading & Uploading.		

Terms & Conditions:-

1. Admission Fee Rs. 500/-
2. Fees once paid would not be refundable.
3. Fee would be paid in one installment Rs. 1000 * 6 = 6000/-
4. Examination Fee would be Rs. 1500/-
5. To submit a **passport size Photo** and a copy of **Aadhaar Card** is must at admission time.
6. W.E.F. : 01-09-2019