

BASIC COMPUTER CERTIFICATE COURSE

Duration: 2 Month

Anyone can join

**MODE:
ONLINE**

Certificate will be

provided to all candidates

50 Recorded Video Lectures

Topic Wise Study Material

True & False Question Practice Set

20 MCQ Practice Set

SYLLABUS

1. Introduction to Computer
2. Introduction to Operating System
3. Word Processing (Libre Office Writer)
4. Spreadsheet (Libre Office Calc.)
5. Presentation (Libre Office Impress)
6. Introduction to Internet and WWW
7. E-mail, Social Networking and
E-Governance Services
8. Digital Financial Tools and Applications
9. Overview of Future Skills and Cyber Security

**Registration
Fee**
**Rs. 250/-
only**



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