

# CERTIFICATE IN COMPUTER APPLICATION



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# About Glister Eduversity

Today is the era of working parents and due to workload, they do not get enough time to support their children's education. Therefore, they are heavily blamed by all, in the current dialogue and debate about improving the education system, the disadvantages of improper parenting is known to all.

It is time to start parenting in the education system. With the Glister Eduversity, We present you the solution to all such problems switching towards telephonic parenting, proper guidance and development graph.

This is the first Indian institution to provide education care with parenting. Glister Education offers telephonic parenting with a right strategic plans for the student, online test series, seminar, scholarship programs, in really attractive packages.

We also guide their appointments as well as their strategies. So, let's don't wait, and achieve nothing less than success with Glister Eduversity Parenting cum Education Care.



Director: Amit Pandey

## Mission

The mission of Glister Eduversity is to educate the citizens and citizen-leaders for our society.

We do this through our commitment to the transformative power of a liberal arts and sciences education.

Beginning in the classroom with exposure to new ideas, new ways of understanding, and new ways of knowing, students embark on a journey of intellectual transformation.

Through a diverse living environment, where students live with people who are studying different topics, who come from different walks of life and have evolving identities, intellectual transformation is deepened and conditions for social transformation are created.

From this we hope that students will begin to fashion their lives by gaining a sense of what they want to do with their gifts and talents, assessing their values and interests, and learning how they can best serve the world.

## Vision

Glister Eduversity will set the standard for residential liberal arts and sciences education in the twenty-first century. We are committed to creating and sustaining the conditions that enable all Glister Eduversity students to experience an unparalleled educational journey that is intellectually, socially, and personally transformative.

Welcome to the Glister Eduversity, Varanasi. For more than three years, Glister Eduversity has served as our nation's flagship comprehensive institution of higher education.

Our primary goal is to become one of the most prominent and excellent educational institutes in the world. We are fortunate to have a talented, highly committed teaching and support staff here to ensure the learning environment of our students is the best it can be. Our faculties are renowned scholars and accomplished practitioners who are actively engaged in the academic excellence and innovative research ideas of the modern world. Our students are innovators, engineers, managers, great scientists, entrepreneurs, and aspiring leaders - from every age group and are located at every corner of the country. Our unique teaching and learning process with a proper blend of theory and practice crosses the boundaries of nations towards industry-readiness and global excellence.

## **P**rogram overview

The Six Months Certificate course is designed for meeting the demand of the growing needs of experts in the fields of computers, internet, operating systems, office automation, etc. The curriculum is prepared related to IT Applications syllabus at the Certificate level with the view to preparing software professionals for catering to the IT and the Software Industry.

The course starts with an intro to Computer Fundamentals. It covers programs like MS Office, MS word, Internet, Programming etc.

### Salient Features



The government recognized the DCA certificate.



One can work as a data entry operator in any government or private sector, work as a web Developer, as an account manager for enterprises, as an account operator with a Chartered Accountant/Company secretary and as an IT Infrastructure supervisor.



This Course is specifically designed for those candidates who are not at all familiar with Computer operations or have little knowledge about it. Students who desire to know more About computers and their applications must undergo DCA training.



The modules of this Course is prepared related to the IT Applications syllabus at the diploma level with a view to preparing software professionals for supplying to the IT and Software Industry.



## Course Objective

The 6 Months “Certificate in Computer Application” course is for the Learners who want to be a computer Expert, with the aim to learn, develop and practice required by the market. In this course, the emphasis is put On the learner to acquire the ability to perform as a confident and competent Computer Expert.

### **The objectives of this course are to:**

Certificate In Computer Application is a course designed to prepare candidates in such a way that it can present and able to work in the world of computers and software. This course helps to provide information related to technologies and research which is carried out in the field of computer application.

Certificate in Computer Application course includes both theoretical as well as practical aspects so that it can provide information about the latest computer-related developments. The candidates also learn about designing and developing applications and system software which may be enforced in businesses or the corporate sector.

### **Learning Outcome & Job Prospectus:**

Computer systems nowadays have become a basic element of life and the specialists in this field are in huge demand. Prospects who know a computer are needed for database management, programming languages, computer software application advancement, systems analysis, etc. Relying on their abilities these candidates can work in IT security, ERP Basics, PC Assembly, e-business, etc Some fascinating job profiles which attract candidates are e-commerce, database development, programming, etc



## Details of Programme: Certificate in Computer Application

### 1. Title of the Course

The Course shall be called as "Certificate Course in Computer Application ", a Regular course of 6 months ( 240 hrs.) duration.

### 2. Duration of the Course

This is a regular course of 240 hrs. Extended over a period of 6 months duration.

### 3. What You Will Get:

You Will Get a Mark sheet and a Certificate That Will be Universally Acceptable.

### 4. Aims and Objectives of the Course

This program imparts scientific, practical and technical knowledge to its learners about various computer tools that are used in day to day life. The applications and the programs taught make tasks simpler and provide ease of use to its users. A computer programmer or operator usually enjoys a higher demand for everything becoming technologically advanced. Aspirants of this course are used at shops for preparing a database for all the items including their serial numbers, price and quantity ratios. Pass outs of this course are required to handle large data starting from back door operating to storing all sorts of information of an organization.

### 5. SCOPE:

IT Engineer, Software Developer, Programmer, Office Executive, DTP Operator etc.

### 6. Syllabus

The syllabus is design to fulfill aforesaid objectives containing theory subjects as well as practical in Computer Application.

Computer Fundamental	Theory : 50 Marks, Practical/Assignment : 50 Marks
Introduction to Windows	Theory : 50 Marks, Practical/Assignment : 50 Marks
MS WORD	Theory : 50 Marks, Practical/Assignment : 50 Marks
MS Excel	Theory : 50 Marks, Practical/Assignment : 50 Marks
Introduction to Programming	Theory : 50 Marks, Practical/Assignment : 50 Marks
Financial Accounting using Tally	Theory : 50 Marks, Practical/Assignment : 50 Marks
Programming in C	Theory : 50 Marks, Practical/Assignment : 50 Marks
Data Communication	Theory : 50 Marks, Practical/Assignment : 50 Marks

### 7. Eligibility Conditions

A candidate who has passed at least 12th examination from a recognized Board or its equivalent shall be eligible to take admission to the course.

### 8. Course Fee: INR 14,999+GST/-

## Content of Syllabus :

### **Unit 1 :- Computer Fundamental**

Basic Computer Fundamentals

### **Unit 2 :- Introduction to Windows**

Windows 7 & 10 , What is internet, World Wide Web, Network, Web Browser, Email Communication etc

### **Unit 3 :- MS WORD**

Basics of Word Processor, Creating Document, Saving document, Formatting, font, Inserting images etc.

### **Unit 4 :- MS Excel**

Basics of spreadsheets, Rows, columns, formats, calculation, functions etc.

### **Unit 5 :- Introduction to Programming**

Basics of a programming language

### **Unit 6 :- Financial Accounting using Tally**

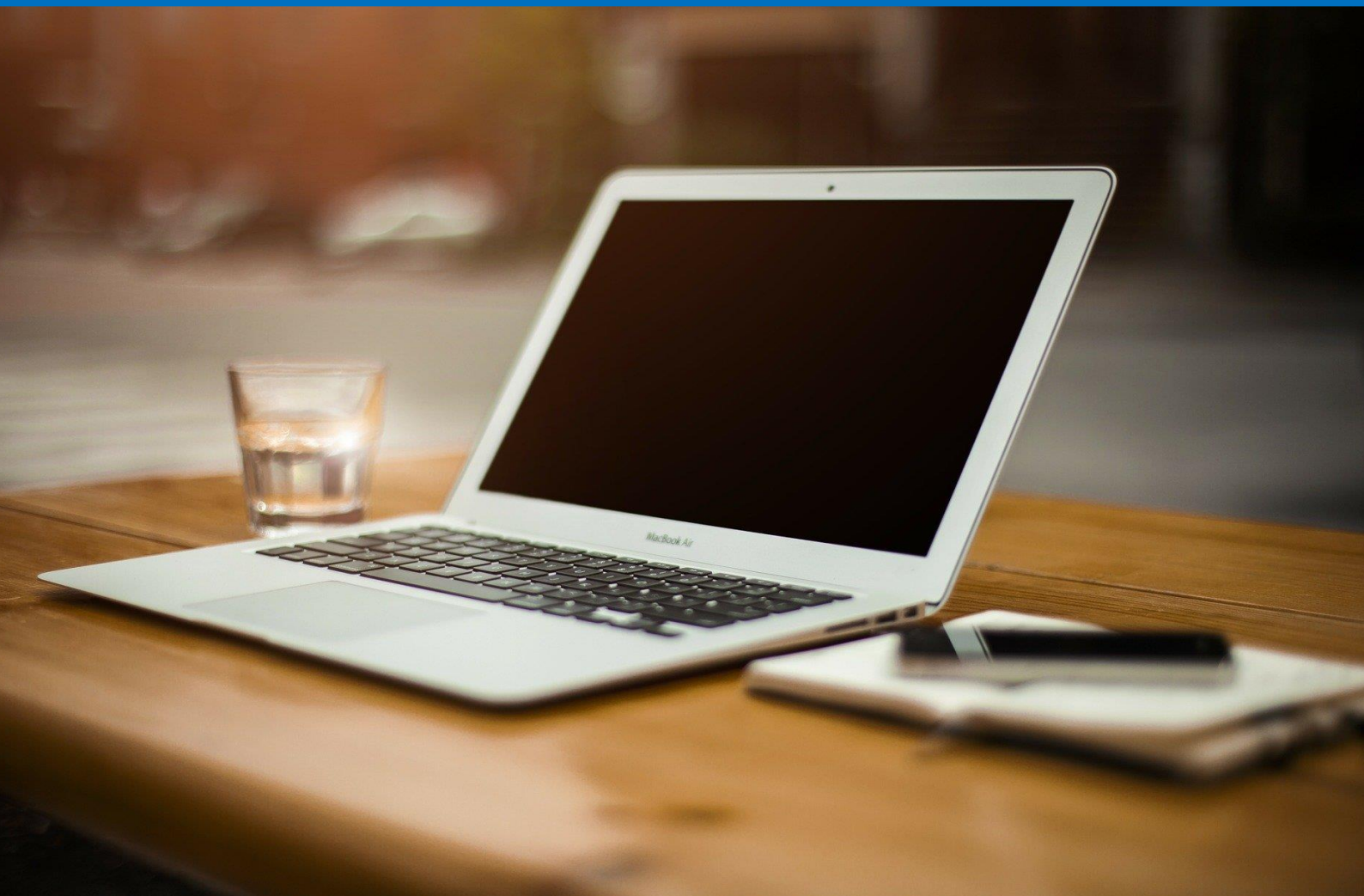
Basics of Accounting, Financial Accounting, Basics of GST, Tally etc

### **Unit 7 :- Programming in C**

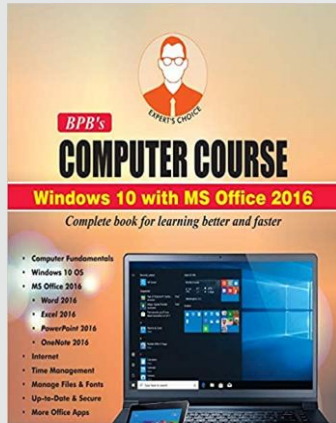
Programming and Problem solving in C Language

### **Unit 8 :- Data Communication**

Intro to Data Communication and Network.

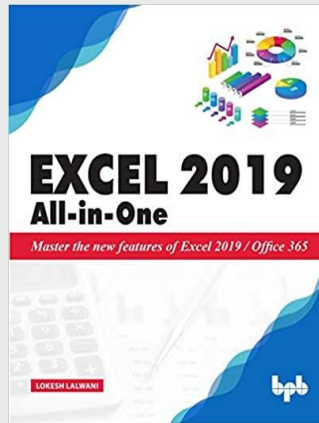


# Books For Reference



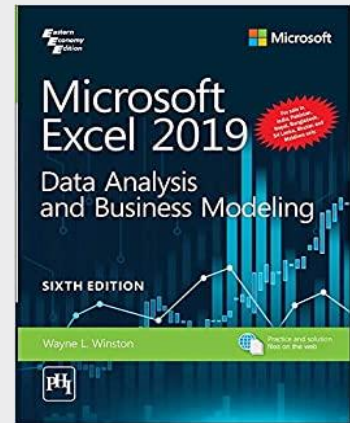
BPB Computer Course

Satish Jain



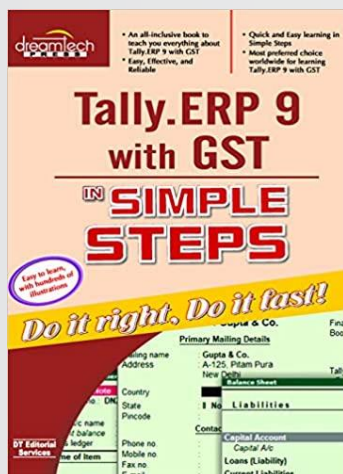
Excel 2019 All-in-One

Lokesh Lalwani

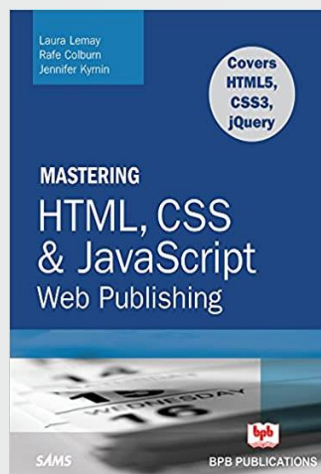


MICROSOFT EXCEL 2019

L. Winston Wayne



Tally.ERP 9 with GST in Simple Steps  
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