



GOSSAIGAON B.ED. COLLEGE

SHORT TERM CERTIFICATE COURSE IN COMPUTER APPLICATION



CERTIFICATE COURSE IN COMPUTER APPLICATION

COURSE OUTLINE:

- Module 1: Basic of Computer Fundamentals.
- Module 2: Introduction to computer applications.
- Module 3: Word Processing.
- Module 4: Spreadsheets.
- Module 5: Presentation.
- Module 6: Internet & Email handling.
- Module 7: DTP
- Module 8: Minor Project.

Course Name : Certificate Course in Computer Application

Course Code : CCA

Duration : 3 Months

Eligibility : 10th and above

Course Objective:

- To provide students with the basic knowledge and skills in computer applications.
- To prepare students for further studies or with employable skills in the field of Information Communication and Technology (ICT).

Course Schedule:

The course will be delivered over 12 weeks, with 1 hours of lectures and practical every week. The specific topics covered and the dates of the exams will be announced by the instructor at the beginning of the course.





GOSSAIGAON B.ED. COLLEGE

Nepalpara, Habrubil, Gossaigaon, BTR, Assam, 783360

Website: www.gossaigaonbedcollege.org

APPLICATION FORM FOR SHORT TERM COMPUTER LITERACY COURSE

Form No.: _____ (Office use only)

Date: _____

Choose Course (Put ✓ Mark):

Certificate Course in Computer Application (3 Months)

Diploma in Computer Application (6 Months)

Advanced Diploma in Computer Application (9 Months)

Course Code:

CCA

DCA

ADCA

Paste recent
passport Photo

Fill Course Code:

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Fill all the required fields. (All fields are mandatory) *

1. Full Name (In capital letters): _____.

2. Father's Name: _____ . Mother's Name: _____.

3. Present Address: _____ . Permanent Address: _____.

District: _____ Pin: _____ . District: _____ Pin: _____.

4. Date of Birth: _____.

5. Sex: Male Female Status: Married Unmarried Divorced

6. Mobile No.: _____ . Email-ID: _____.

7. Highest Qualification: _____ . Board/University: _____.

Fill enrollment details of the College. *

8. Course Enrolled: _____ . Semester: _____ . Roll No.: _____ . Session: _____.

9. Documents required (self-attested): 1. College ID Card.

Declaration

I, hereby declare that I'm student of this college and all the information given above is correct and complete to the best of my knowledge. If any of the above information is found to be incorrect, my admission will be liable to be cancelled and shall be liable to disciplinary action as may decide upon by the Gossaigaon B.Ed. College.

Signature of the Applicant

For Office Use Only

Course Enrolled in: _____ Remarks: _____.

Signature:

Principal,

Gossaigaon B.Ed. College

Date: _____

Guidelines for Short Term Computer Literacy Course

1. A short-term computer literacy course Certificate Course in Computer Application of 3 (three) months is provided Gossaigaon B.Ed. College.
2. Applicants must fill-up the enrollment form to get enrolled in the computer course offered by the college.
3. The class be held for 1 hour with practical and lectures for six days a week according to the feasible time schedule selected by the candidate from 10:00 AM – 01:00 PM and 02:00 PM – 04:00 PM.
4. The instructor of course will provide only online study materials. Students can purchase Computer IT fundamentals book of their choice.
5. Students with have to put signature on register while attending their classes every day.
6. The examination will be held within a week after the completion of the course.
7. Certificate will be issued only after the completion of the course being signed by the head of the institution.
8. Students are hereby requested to consult with the lab instructor for their class schedule and availability of the seats.