

Certificate in Computer Applications (1-Month Online Program)

This revised 1-month online program incorporates the detailed syllabus provided, focusing on foundational IT knowledge and practical skills in Microsoft Office applications, internet usage, and email management. The program is designed to deliver key concepts in a concise and interactive format, ensuring students gain essential digital literacy within a short timeframe.

Program Overview

- **Program Name:** Certificate in Computer Applications (Online)
- **Duration:** 1 month (4 weeks)
- **Mode:** 100% Online
- **Eligibility:** Open to anyone aged 16+ with basic literacy and access to a computer/laptop with an internet connection.
- **Language:** English

Program Objectives

1. Provide a comprehensive understanding of IT fundamentals.
2. Teach practical usage of Microsoft Office applications (Word, Excel, PowerPoint, Access).
3. Enable students to use the internet effectively for research, communication, and productivity.
4. Prepare students for professional environments with essential digital skills.

Program Structure

Learning Methodology

- **Videos & Content:** Available for self-paced learning.
- **Assignments & Quizzes:** Weekly tasks to test understanding.
- **Discussion Forums:** Peer-to-peer engagement and Q&A with instructors.
- **Support:** Dedicated support for queries.

Week-by-Week Breakdown

Week 1: Basic Concepts of IT

- **Topics Covered:**
 - Introduction to Computers:
 - What is a computer? Characteristics and history of computers.
 - Computer generations and the evolution of technology.
 - Basic parts of a personal computer:
 - Input devices (keyboard, mouse) and output devices (monitor, printer).
 - System unit and storage devices.
 - Basic organization of a computer system:
 - Hardware vs. software.
 - Types of operating systems (Command Line Interface vs. Graphical User Interface).
 - Data processing methods and units of storage (bits & bytes).
- **Activities:**
 - Virtual walkthrough of hardware components using videos.
 - Practice basic file management tasks.

Week 2: Microsoft Windows & Word

- **Microsoft Windows Topics:**
 - Navigating the Windows 10 desktop.
 - File management (creating, organizing, deleting files/folders).
 - Control panel overview and customizing display settings.
 - Creating user accounts and managing apps/features.
- **Microsoft Word Topics:**
 - Creating and formatting documents.
 - Using tools like headers/footers, tables, mail merge, and styles.

- Document review features (track changes, comments).
- **Activities:**
 - Create a professional resume using Word templates.
 - Customize Windows settings during live sessions.

Week 3: Microsoft Excel & PowerPoint

- **Microsoft Excel Topics:**
 - Introduction to spreadsheets: Workbooks vs. worksheets.
 - Data entry techniques, formulas & functions (SUM, AVERAGE).
 - Formatting cells, creating charts, sorting/filtering data.
- **Microsoft PowerPoint Topics:**
 - Designing presentations using templates or from scratch.
 - Adding animations/transitions and inserting multimedia elements.
 - Formatting slides and setting up slide shows for presentations.
- **Activities:**
 - Prepare a simple budget sheet in Excel with charts.
 - Design a presentation for a business proposal.

Week 4: Microsoft Access & Internet/E-Mail

- **Microsoft Access Topics:**
 - Basics of database management systems (DBMS).
 - Creating tables, queries, forms, reports, and relationships between tables.
- **Internet & Email Topics:**
 - Introduction to the internet: Browsers, search engines, URLs.
 - Setting up email accounts (Gmail/Outlook) and email etiquette.
 - Sending emails with attachments; managing folders/signatures in webmail.
- **Activities:**
 - Design a simple database in Access using sample data.

- Draft and send professional emails during live sessions.

Evaluation & Certification

- Weekly assignments submitted online via LMS (Learning Management System).
- Final assessment includes:
 - A practical project (e.g., creating a presentation or database).
 - A short online test covering all topics.
- Successful candidates will receive an Certificate in Computer Applications.

Additional Features

1. Flexible learning for self-paced study.
2. Downloadable study materials including notes, templates, and video tutorials via LMS.