

सरकार मान्य

# CCCT<sup>SM</sup>

Certificate Course in Computer Technology

Duration: 5 Months



\*Conditions Apply



## The Best Program For Beginners<sup>TM</sup>

Certificate Course in Computer Technology (CCCT) is the best program for beginners. CCCT is not only best for getting basic computer knowledge but also has a coverage of 18 industry relevant topics. CCCT covers six important aspects of computers, BASICS, MS OFFICE, PROGRAMMING, ACCOUNTANCY, DESK TOP PUBLISHING and WEB DESIGNING. CCCT helps student to take a decision for a career in computer. CCCT is also useful for the students who don't have much time for pursuing any in-depth programs. On enrollment the student is given a CCCT Quality Course Material. The student has to appear for an examination (Government recognised) and will be awarded a certificate.

**Career Opportunities:** Office Assistance, Data Entry Operator, Computer Operator, Accounts Assistant, Front Desk Executive.

### Program Contents

#### Certificate Course in Computer Technology

- 1. Introduction to Computers:** Evolution of Computers | Hardware and Software | Evolution of Language | Operating System.
- 2. Hardware Concepts:** What is a Computer? | Block diagram of Computer and CPU | Types of Computers | Input / Output Device | Memory.
- 3. E-Commerce:** What is E-Commerce | Example of E-Commerce | How to Use E-Commerce | Scope of E-Commerce | Benefits of E-Commerce
- 4. Windows:** Introduction to Windows | My Computer | Desktop | Network Neighborhood | Recycle Bin | Control Panel | Text Editor | Notepad / WordPad | Paint | Windows Explorer | Files and folders | Search.
- 5. Word:** Introduction to Word | New file | Undo / Redo | Goto Command | Views | Header and Footer | Page break | Auto text | Symbol / Bookmark | Font & Paragraph | Border | Spelling / Grammar | Auto Correct | Mail Merge | Table.
- 6. Excel:** Introduction to Excel | Auto Fill / Custom Fill | Formula | Tables | Merge and Center | Chart | Goal Seek | Sorting Lists | Header and Footer.
- 7. PowerPoint:** Introduction to PowerPoint | Blank Presentation | Layout | Design Template | Views | Slide Show | Drawing Toolbar | Slide Animation | Slide Transitions | Slide Show options.
- 8. Internet:** Introduction to Internet | E-mail | Search on internet | Introduction to Social Networking.
- 9. Digital Marketing:** What is Digital Marketing | Types of Digital Marketing | Advantages of Digital Marketing
- 10. TallyPrime:** Introduction to Tally | Accounting Concepts | Charts of Accounts | Golden Rules of Accounting | Company Creation | Purchase / Sales Entry | Receipt / Payment Entry | Contra / Journal Entry | Debit / Credit Note | Stock Journal | Accounting Features | Reporting from Tally.
- 11. MS Outlook:** Setting up E-mail Account | Inbox | Outbox | Sent Folder | Creating and Sending a Message | Draft Messages | Send and Receive | Replying / Forwarding | Attachments | Address Book.
- 12. Programming Concepts:** Software Dev. Life Cycle | Requirement Analysis | System / Software Design | Operation and Maintenance.
- 13. Access:** Introduction to Access | Database | Creating Database | Creating a Table | Primary Key | Saving a Table | Deleting Records | Sorting / Filter Data | Forms | Form Layout | Form Style | Entering Data in a Form | Query in Design View.
- 14. AI Tools:** Intro to AI Tools Concept | Introduction to Prompting | AI for Education | AI tools for Image and Video | Text to Voice using AI.
- 15. InDesign:** Introduction to InDesign | Creating Publications | Opening Publications | Toolbox | Viewing Pages | Template | Formatting Paragraphs | Placing Graphics | Page Setup Option | Page Numbering | Lines & Shapes | Group & Ungroup | Applying Colors | Printing Option.
- 16. Photoshop:** Introduction to Photoshop | Menus | Toolbox | Creating New Image | History Palette | Selection Tool | Text and Layers | Adjusting Image | Brushes | Levels & Curves | Color Balance | Replace Color | Channel Mixer | Variations | Filters | Positioning and Scaling.
- 17. HTML:** Introduction Of HTML. | Basic Tags | Text Formatting | Arranging HTML tags | Color Attributes | FONT Properties | Hyperlinks | Adding Image | Table | Nesting Table | Border Lines.
- 18. Edge Animate:** Introduction to Edge Animate | Movie Explorer | Drawing Toolbar | View Section | Colors Section | Timeline | Frames / Playhead | Layers | Scale / Rotate | Rulers / Guide Lines | Symbol | Frame-by-Frame Animation | Motion / Shape Tweening.

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