



Maulana Azad College
8, Rafi Ahmed Kidwai Road, Kolkata-13
in collaboration with WBEIDC
conducts



CERTIFICATE COURSE IN BASIC COMPUTING & OFFICE AUTOMATION

Session 2022-23



COURSE FEATURES

- ❖ Eligibility: Minority/ SC/ ST/ OBC students of All Streams
- ❖ **Ongoing Course: Module-I (Junior Certificate (Basic level))**
Module-I
- ❖ Course Duration: **36** hours (Module – I: **18 Classes/ 36 Hours**
Two offline classes per week spanning 2 Hours per class
Classes would be held twice a week (on Thursday and Saturday)
- ❖ Minimum qualification: Current UG and PG students of this college
- ❖ Students in-take: 25 students (maximum)
- ❖ Admission: **First-come-first-served basis.**
- ❖ Teaching, Learning and Evaluation included.
- ❖ Certificate issued based on performance in Class and Evaluation Test.
- ❖ Course Fee for Students: Rs. **510/-** (Module-I)

Click To Apply

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TRAINING CONDUCTED BY
West Bengal Electronics Industry Development
Corporation Limited (WIL Division)



SYLLABUS

❖ *Module-I : Junior Certificate (Basic level)*

- Computer System Basics and Windows Operating System;
- Office Packages (MS WORD, MS Excel, MS Powerpoint presentation);
- Internet and E-mailing

❖ *Module-II : Senior Certificate (Advanced level)*

- Advanced Excel
- Database Management using Access
- Use of SQL in Access
- Web Page Designing using HTML

Course Coordinator: Dr. Golam Moinuddin, 9910512259
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Principal
Maulana Azad College, Kolkata