Maulana Azad College

8, Rafi Ahmed Kidwai Road, Kolkata-13

in collaboration with **WBEIDC**

conducts

CERTIFICATE COURSE IN
BASIC COMPUTING & OFFICE AUTOMATION

Batch 2024-25

COURSE FEATURES

- ❖ Eligibility: Minority/ SC/ ST/ OBC students of All Streams
- ❖ 18 weeks course–
  Module–I : Junior Certificate (Basic level);
- ❖ Course Duration: 36 hours (2 Hours/18 Weeks)
- ❖ Tentative date: Course will be started in the month of January.
- ❖ Two offline classes per week spanning 2 Hours per class
- ❖ 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)

Apply Now!

https://docs.google.com/forms/d/e/1FAIpQLScwt7Ryv2elIlHICVSFSk2_gMCUuJKYm-sULqL8Wk_aNOZ1ww/viewform?usp=sf_link

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

Course Coordinator: Dr. Golam Moinuddin, 9910512259
Email: golam_moinuddingn@yahoo.co.in

Principal
Maulana Azad College, Kolkata