Maulana Azad College

8, Rafi Ahmed Kidwai Road, Kolkata-13

in collaboration with **WBEIDC**

conducts

CERTIFICATE COURSE IN BASIC COMPUTING & OFFICE AUTOMATION

Batch 2023-24

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 first week of November.
- ❖ 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. 500/- (Module-I)

TRAINING CONDUCTED BY

West Bengal Electronics Industry Development Corporation Limited
(Webel Education and Training 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

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

Principal
Maulana Azad College, Kolkata