



Maulana Azad College
8, Rafi Ahmed Kidwai Road, Kolkata-13



in collaboration with WBEIDC
conducts

CERTIFICATE COURSE IN BASIC COMPUTING & OFFICE AUTOMATION

Batch 2021-22



COURSE FEATURES

- ❖ Eligibility: Minority/ SC/ ST/ OBC students of All Streams
- ❖ 24 weeks course is divided into two modules –
Module-I : Junior Certificate (Basic level);
Module-II : Senior Certificate (Advanced level)
- ❖ Course Duration: 72 hours (Module – I: 36 Hours/12 Weeks,
Module – II: 36 Hours/12 Weeks)
- ❖ Two online/offline classes per week spanning 1:30 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)
Rs. 600/- (Module-II)

Apply Now!

www.maulanaazadcollegekolkata.ac.in

[n](http://www.maulanaazadcollegekolkata.ac.in)

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
Email: golam_moinuddingn@yahoo.co.in

Principal
Maulana Azad College, Kolkata