Dr.Kalam Institution of Vocational Training

Certificate in Computer Basics(CCB)

3 Months Course In IT PROFESSIONAL Stream

Total Fee- Rs.3600/-

S.No.	Sub Code	Sub Name	Topics	Total Hrs	Int Marks	Ext Marks	Total Mrks
1	CCB-01	Computer Fundamentals, OS	Computer Introduction, Input/ Output & Processing (CPU), Types of computers, History & Generation, Memory Device, Characteristics of Computer, Applications of Computer, Ms. Paint, Basic Terminology & Typing.	30	25	75	100
2	CCB-02	MS-Office	MS Word(Home, Insert, References, Mailing, Review, View), MS Excel(Home, Insert, Page Layout, Formulas, Data, Review, View), MS Power Point(Design, Animation, Slideshow), MS Access(DBMS, Database)	60	25	75	100
3	CCB-03	Internet, Typing Skills	Typing Software, DataEntry Practice, Introduction, Search Engine, Basics of Social Networking Site, Email Account & Its Functions, Surfing WebPages.	30	25	75	100

Course Details:-

Visit For More Details: https://dkivt.com/

Contact: 01697297222, dkivtindia@gmail.com