

# SARIYA COLLEGE, SURIYA



**SIX MONTHS CERTIFICATE COURSE**

on

**Computer Applications**



**SARIYA COLLEGE, SURIYA**

A Permanent affiliated unit of Vinoba Bhave University, Hazaribag  
Registered under 2(f) & 12(b) UGC Act. Accredited by NAAC  
P.O.- Suriya, Dist- Giridih (Jharkhand)  
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Basic computer skills are essential for employability and efficiency in today's digital age. The primary objective of this course is to provide a foundation of computing principles and practical knowledge. Having these skills can increase job prospects and opportunities. Additionally, basic computer skills allow individuals to complete tasks more efficiently, saving time and increasing productivity.

**DURATION OF THE COURSE:**

**6 MONTHS (30 HOURS)**

**FEE: 500/- FOR SIX MONTHS TO  
BE PAID AT THE TIME OF  
REGISTRATION**

**TOTAL CREDIT: 16**

**SCHEDULE OF CLASS: 2 DAYS A  
WEEK (45 MINUTES PER CLASS)**

**1. Course Code- CCCA 1**

**Credit- 4**

**Fundamentals of  
Computer Systems:**

- **Introduction to PC**
- **Storage  
Organisation**
- **Input Output  
Devices**
- **Software**

**2. Course Code- CCCA 2**

**Credit- 4**

**Operating System:**

- **Introduction**
- **Types of Operating system**
- **Protection/Security**
- **Working with applications**

3. Course Code- CCCA 3

Credit- 4

MS Office and Adobe Acrobat  
Reader

- MS Word
- MS Excel
- M PowerPoint

Adobe Acrobat Reader

4. Course Code- CCCA 4

Credit- 4

Internet & Email

- Browser and Search Engines
- Surfing and Searching
- Email – create account, send mail, receive mail, attachments
- Social Media

Certificate: Students will be evaluated through the final exam. The exam will consist of theory and practicals conducted at the end of the course. The passing students will be provided with certificates.

