

Certificate Course in Basic Computer

Course Code (ABC002)

Duration : 45 days

Per day Duration : 1:30hrs.

Module 1: Introduction to Computing

1. Overview of Computing

- Definition of computing
- Historical development of computing
- Importance and applications of computing

2. Computer Hardware Basics

- Components of a computer system (CPU, memory, storage, input/output devices)
- Understanding hardware specifications (CPU speed, RAM, storage capacity)
- Different types of computers (desktops, laptops, tablets, smartphones)

3. Operating Systems

- Introduction to operating systems (Windows, macOS, Linux, etc.)
- Basic functions and features of an operating system
- File management: creating, organizing, and managing files and folders

4. Introduction to Software

- Types of software (system software, application software)
- Examples of common software applications (word processors, spreadsheets, web browsers)
- Installing and uninstalling software

Module 2: Basic Computer Skills

5. Introduction to Word Processing

- Using a word processor (Microsoft Word, Google Docs)
- Creating, formatting, and editing documents

- Inserting images, tables, and other objects

6. **Introduction to Spreadsheets**

- Using a spreadsheet application (Microsoft Excel, Google Sheets)
- Creating, formatting, and editing spreadsheets
- Basic formulas and functions

7. **Introduction to Presentations**

- Creating presentations using presentation software (Microsoft PowerPoint, Google Slides)
- Adding text, images, and multimedia elements
- Designing effective presentations

8. **Internet Basics**

- Introduction to the internet and World Wide Web
- Using a web browser effectively
- Searching the web, evaluating search results

Module 3: Computer Security and Productivity Tools

9. **Computer Security Basics**

- Understanding common security threats (viruses, malware, phishing)
- Best practices for staying safe online (password management, software updates, backups)
- Introduction to antivirus software and firewalls

10. **Introduction to Email and Communication Tools**

- Sending and receiving emails
- Using email features (attachments, signatures, filters)
- Introduction to other communication tools (instant messaging, video conferencing)

11. **Introduction to Cloud Computing**

- Understanding cloud computing and its benefits
- Using cloud storage services (Google Drive, Dropbox, iCloud)

- Collaborating on documents and projects in the cloud

12. Productivity Tools

- Introduction to productivity software (task managers, calendar apps)
- Organizing tasks and managing time effectively
- Integrating productivity tools with other software and services

Each module can be tailored to fit specific learning objectives and the needs of the target audience. Additional topics can be added or existing topics expanded upon as needed.

Certificate Course Tally

Course Code (ABC001)

Duration : 45 days

Per day Duration : 1:30hrs.

Module 1: Introduction to Tally

1. Overview of Tally software
2. Installation and setup
3. Understanding Tally interface
4. Company creation and management
5. Ledger creation and management
6. Group creation and management
7. Voucher entry: Contra, Payment, Receipt, Journal, Sales, Purchase, and Debit/Credit Note
8. Basic accounting principles

Module 2: Advanced Tally Operations

1. Advanced voucher entries: Multi-currency transactions, Multi-location stock transfers
2. Inventory management: Stock groups, Stock categories, Units of Measure (UoM), Stock items, Batch-wise tracking, Bill of Materials (BoM)
3. Cost centers and cost categories
4. Bank reconciliation
5. Budgets and controls
6. Interest calculation
7. TDS (Tax Deducted at Source) and TCS (Tax Collected at Source)
8. GST (Goods and Services Tax) implementation

Module 3: Customization and Reporting

1. Customization: Creating custom invoice formats, voucher types, and reports
2. Printing reports and documents
3. Exporting/importing data
4. Backup and restore
5. Security controls and user management
6. Advanced reporting: Financial statements, Cash flow, Fund flow, Ratio analysis
7. Payroll processing (if applicable)
8. Troubleshooting and support

Each module can be further divided into sessions or chapters, depending on the depth of coverage and the duration of the course. Additionally, practical exercises and assessments should be integrated into each module to reinforce learning and assess students' understanding.

Certificate Course in Personality Development

Course Code (ABC003)

Duration : 45 days

Per day Duration : 1:30hrs.

Module 1

Week 1: Introduction to Personality Development

- Understanding personality and its significance
- Factors influencing personality development (genetics, environment, upbringing)
- Self-awareness: Importance and techniques for self-reflection

Week 2: Self-Discovery

- Assessing strengths and weaknesses
- Identifying personal values and beliefs
- Goal setting: Short-term and long-term objectives

Week 3: Communication Skills

- Verbal communication: Effective speaking and listening
- Non-verbal communication: Body language, facial expressions, and gestures
- Assertiveness training: Expressing thoughts and opinions confidently

Week 4: Interpersonal Skills

- Building rapport and relationships
- Conflict resolution techniques
- Empathy and active listening

MODULE 2

Week 5: Emotional Intelligence

- Understanding emotions and their impact
- Managing stress and anxiety
- Developing resilience

Week 6: Time Management and Productivity

- Prioritization techniques
- Setting SMART goals
- Overcoming procrastination

Week 7: Leadership Skills

- Characteristics of effective leaders
- Decision-making and problem-solving
- Motivating and inspiring others

MODULE 3

Week 8: Personal Branding and Image Management

- Creating a positive first impression
- Dressing for success
- Online reputation management

Week 9: Career Development

- Resume writing and interview skills
- Networking strategies

- Continuous learning and professional growth

Week 10: Final Projects and Review

- Individual projects demonstrating personal growth
- Peer feedback and reflection
- Review of course material and future development plans

Throughout the course, there will be interactive sessions, group activities, role-plays, and assignments to reinforce learning. Guest speakers from various fields may also be invited to share their insights and experiences. The emphasis will be on practical application and self-reflection to facilitate holistic personality development.