

Syllabus for
Certificate In Information Technology Application(CITA)

1. **FUNDAMENTALS OF COMPUTER AND OPERATING SYSTEM** 2 hrs.
 - **FUNDAMENTALS OF COMPUTER**
 - a) What is computer?
 - b) Computer Software and Hardware.
 - c) Central Processing Unit, Input and Output device. What is Memory?.
 - **OPERATING SYSTEM (WINDOWS XP)**
 - a) Introduction, Desktop features, Folder creation etc.
 - b) Taskbar features, Explorer.
 - **PAINT**

2. **MS-WORD** 6 hrs.
 - a) Introduction of MS-WORD.
 - b) Creating, Editing, Printing.
 - c) Page layout, Formatting text and paragraph.
 - d) Checking Spelling, Grammar etc.
 - e) Bullets and Numbering.
 - f) Insert Symbols, Borders and shading, Drop Cap.
 - g) Creating and modifying tables, Header and Footer.
 - h) Word art, Drawing.

3. **MS-EXCEL** 6 hrs.
 - a) Introduction of MS-EXCEL.
 - b) Creating , Editing, Printing, Page layout, Formatting text.
 - c) Calculate Sum, Average , Grade calculation etc.
 - d) Sort.
 - e) Creating and generating Chart Using Datasheet or Wizard.

4. **INTERNET** 2 hrs.
 - a) Create e-mail ID.
 - b) Web Browsing and Searching.

5. **OVERALL SYLLABUS REVISION.** 2. hrs

6. **FINAL EXAM.** 2. hrs