



#### **DIPLOMA IN**

# COMPUTER APPLICATION

DURATION

ELIGIBILITY

12 Months

**20 +** Years of Experience In Training Industry

**40 +** Professional Courses

60 + Industry Exparts & Mentors

500 + Hours Learning

**10000 +** Passout Students

**100 %** Gurranteed Placement Assistance





**The job opportunities** after our CCF Professional course certification are endless, including :

- 🗹 Receptionist
- Fontdesk Executive
- Back Office Executive
- ✓ Customer Relationship Officer
- ✓ Customer Coordinator
- Tele Sales Officer
- ✓ Data Survey Officer
- Data Entry Operator
- MIS Executive Officer
- Back Office Executive





# Introduction To IT

☑ Theoritical Concept of Computer

# Disk Operating System (DOS)

- Structure Creation
- Files & Directory Handling
- Concept of Dir & Edit Command

### Windows

- ✓ Computer handling
- ✓ Concept of Executable Files
- ✓ Operations of Files & Folders

## Ms - Word

- **File Protection & Security**
- ✓ PDF Making, Auto Correct
- Charts, Bookmark & Hyperlink
- Socument Setup & Mail Merge

CONTENT COURSE



## Ms - Excel

- 🗹 Excel Sheet Handling
- Salary Slip Calculation
- 🗹 Filter, Advance Filter, Flash Fill
- 🗹 Autofill, Slicer, Vlookup, Macro
- Y Pivot table & Chart, Sub Total
- ✓ Track Changes, Goal Seek etc.

### Ms - Access

- ✓ Database manipulation
- ✓ Relationship Create & Handling
- 🗹 Query, Form, Report

### **Ms-Powerpoint**

✓ Office Presentation Preparation

### INTERNET

- Srowsing & surffing
- 🗹 Downloading, E- Mail Handling



## Advance Excel

- Pivot Chart With Dashboard
- ☑ Data Entry With Macro
- Create Scroll Button
- ☑ Different Types Of Vlookup
- Y Pivot table & Chart, Sub Total
- Depended Dropdown List etc.

### **Ms-Outlook**

- Account Create In Outlook
- 🗹 Add An Email
- Create and Send Email
- Manage Calender & Contacts etc.

### **C** Programming

- Branching Statement
- 🗹 Loop, Array
- 🗹 String, Function
- 🗹 Pointer, Structure
- File Operations, Project Work



### Database

- ✓ Fundamentals of Database
- ☑ Concept of DBMS & RDBMS
- ☑ Database Oriented Theory
- Concept Of SQL
- ✓ Concept Of MS Access







ĵ <u>,</u>	Practical Oriented Course	*
	Online / Offline Classes	
	Backup Class Facilities	
	Lifetime Free Practice	· · · · ·
	Project & Seminars	· · · · · · · · · · · · · · · · · · ·
	Job Assistantship & More	*



# **CERTIFICATE** EARNED

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1	INTRODUCTION
1	Computer Training Centre
	ISO:9001-2015 (IN80555A)
1	25/7, NORTHERN AVENUE, KOLKATA - 700037, (WB), INDIA
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#### International Standard Organization (ISO)

#### West Bengal Govt. Regd.

"Karigori Bhavan"	4th Floor, Plot No. B/7,	NCAL & VOCATIONAL EDUCATI IL OF TECHNICAL EDUCATION) Action Area-III, New Town, Rejar	nat, Kolkata-700160		
Serial No. STVT/00247					
PERFORMANCE RE	PORT ON		(m)		
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Roll Number					
Registration Number :					
Name of the Institution : INTRODUCTION, KOLKATA					
Course of Study	COMPUTER FUNDAMENTAL				
Period of Training	: July, 2021 - December, 2021				
Examination held in	; May, 2022				
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Srade O= 85% and above S= 75% to below 85%			A= 65% to below 75%		

West Bengal State Council Technical Education Affiliation (STVT.)





An ISO 9001-2015 Certified Organization

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