

Aggarwal College Ballabgarh

A Post Graduate Co-educational College
(Affiliated to M. D. University, Rohtak)
NAAC Accredited 'A' Grade (CGPA: 3.40)

Certificate Course in Computer Overview and Programming Structure and Methodology

Objective

This program will enable the students to get overview of the computers and program structure and methodology.

Benefit

Core concepts of program structure and methodology which enables student to get basics of programming.

Duration

59 hours

Examination

Paper	Title of the paper
Paper-1	Introduction to computer and Operating System
Paper-2	Understanding Programming and Software Applications

Course contents & Syllabus

Introduction to computer and Operating System – Paper 1

- Identify various computer systems
 - Mini computers
 - Micro Computers
 - Desktop computers
 - Laptop
 - Palmtop
 - Super computers
- Identify components of a PC system
 - Motherboard
 - Hard disk
 - LAN card
 - Pen drive
 - Floppy drive
 - CD Drive
 - Printers
 - Plotters
 - Keyboard
 - Monitor
 - Central Processing Unit

- Mouse
- Identify types of files used to organize data
- Work with Windows
 - User Interface
 - Graphical user interface
 - Character user interface
 - Desktop
 - My computers
 - Folders and files
 - Cut copy and paste.
- Work with Linux
 - Why Linux.
 - Properties of operating system.
 - Commands in Linux.
 - Graphical user interface in Linux.

Understanding Programming and Software Applications – Paper 2

- Use Internet and Social Networking media
 - How to use
 - Why to use.
 - Search engines
- Understand the need of Critical Thinking and Problem Solving in programming
 - What is Critical Thinking?
 - Why is critical thinking required?
 - Demonstration of critical thinking through practical.
- Get acquainted with Digital Data
 - What is digital data and where we use it.
- Use algorithms for designing programs
 - Logic building.
 - Create flow charts .
 - Write pseudo codes.
- Identify and apply software testing techniques
 - What is a need to software testing?
 - Different tools of software testing.
- Work with MS word 13
 - Create Documents.
 - Open, Save documents.
 - Print documents.
 - Cut Copy Paste
 - Mail merge
 - Representing Data in Tabular form.
 - Inserting data from different sources.

Certification

Certificate in Computer overview and programming structure and methodology