



Sagar Drugs-AMA Computer Centre

## Computer Course for Beginners

**DURATION:** 40 Hours. 20 days (4 weeks) Monday to Friday

**Venue:** Torrent-AMA Management Centre, Core-AMA Management House,  
AMA Complex, Dr. Vikram Sarabhai Marg, Ahmedabad

### ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

Chapter	Theory Hours	Practical Hours
Knowing computer	2	4
Operating Computer using GUI Based Operating System	2	6
Understanding Word Processing - MS Word	2	6
Using Spread Sheet - MS Excel	2	6
Introduction to Internet, WWW and web browsers	4	6
<b>Total Hours</b>	<b>12</b>	<b>28</b>

### SYLLABUS OUTLINE:

- 1. Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.
- 2. Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Common utilities.
- 3. Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
- 4. Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
- 5. Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing soft wares, Search Engines; Understanding URL; Domain name; IP Address; Using website
- 6. Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

**Fee:** Rs.2000/- per participant inclusive of GST. 2 hours per day. The participants can register for 2 hours per day from Monday to Friday (between 10 to 6.00 p.m.) You can start the course depending on your convenience. No change in timings once it is finalized.

### REGISTRATION:

Please send your registration along with participation fee to:

#### Ahmedabad Management Association

AMA Complex, Dr. Vikram Sarabhai Marg, Vastrapur, Ahmedabad 380 015

Phone: 079-26308601-6 • Mobile: 9537407187, 7069940917

E-mail: ama@amaindia.org • Fax: 079-26305692 • Website: www.amaindia.org

Android Mobile App: AMA-Ahmedabad amaIndia.org • Website: www.amaindia.or

**Registration Form:** Please fill-in and return this form along with participation fee to :



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**Ahmedabad Management Association**

Dr. Vikram Sarabhai Marg, ATIRA Campus, Ahmedabad 380 015.

Mobile: 9537407187, 7069940917, 7203030990 • Phone: 079-26308601-2-3-4-5

Fax: 079-26305692 • E-mail: ama@amaindia.org • Website: www.amaindia.org

Android Mobile App: AMA-Ahmedabad amaIndia.org

Cheque should be drawn in favour of **“Ahmedabad Management Association”**.

Name(s)	Position
1. _____	_____
2. _____	_____
.3 _____	_____

Organization: \_\_\_\_\_

**GST No.:** \_\_\_\_\_ **AMA GST No.: 24AAATA 5881D1Z0**

Address: \_\_\_\_\_

\_\_\_\_\_

Pin Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail:

Please let us know your **proposed date\*** and time for attending the programme.

Date (From) \_\_\_\_\_ Time \_\_\_\_\_

\* Once opted there should not be any change.