

**Bhadarwah Campus**

**University of Jammu**

# **Brochure**

**Six month  
Certificate course on E-learning**

**Department of Computer Science & IT  
Bhadarwah Campus**

**DEPT OF COMPUTER SCIENCE & IT  
BHADARWAH CAMPUS, UNIVERSITY OF JAMMU**

**APPLICATION FORM**

1. Course Applied for: .....
2. Name (Capital Letters Only) .....
3. Parentage (Capital Letters Only) .....
4. Address.....  
.....
5. Email Address .....
6. Phone No./Mobile.....
7. Date of Birth .....

Affix recent  
passport size  
photograph

**Academic Qualification:**

S. No.	Qualification	Subject	Total Marks	Marks Obtained	%age of Marks

**9. Documents to be attached:**

- a) Qualification Certificate
- b) Date of Birth Certificate
- c) State Subject Certificate

**Deceleration:**

All the entries made above are correct to the best of my knowledge.

Place.....

Date.....

**Signature of the Candidate**

# UNIVERSITY OF JAMMU BHADARWAH CAMPUS

## Six month E-learning course Dept. of Computer Science & IT Bhadarwah Campus

### Admission Process:

1. Cost of the form : Rs. 100/-
2. Course Fee : Rs. 3000/-
3. Eligibility:
  - a) Basic Qualification : 10+2
4. Course Duration : 6months  
(02 hours daily)
5. Number of Seats : 20 each
6. Date of Commencement of the Course : 20<sup>th</sup> March
7. Course Completion Date : 20<sup>th</sup> September
8. Class Schedule : 3 days in a week
9. No. of lectures per day : 2 classes  
(1hr theory & 1hr practical)

## Course Structure

### **Unit – I (Fundamental of Computer)**

- 1.1 Introduction to PC
- 1.2 Central Processing Unit (CPU)
  - 1.2.1 Control Unit
  - 1.2.2 Arithmetic Logic Unit
- 1.3 Types of computer Analog, Digital and Hybrid.
- 1.4 Types of Main Memory
  - 1.4.1 RAM
  - 1.4.2 ROM
  - 1.4.3 PROM
  - 1.4.4 EPROM
- 1.5 Secondary (auxiliary) Memory
- 1.6 Input/Output devices
- 1.7 Memory and Storage Devices
  - 1.7.1 Semiconductor (Main) Memory
  - 1.7.2 Magnetic Memory
  - 1.7.3 Optical Memory
- 1.8 Memory Hierarchy

### **Unit – II (Operating System, Networking and Multimedia)**

- 2.1 Definition and Functions of Operating System.
- 2.2 Introduction to Windows7.
- 2.3 Working with Windows 7.

Windows Explorer, Paint, WordPad, Recycle Bin, etc.

- 2.4 Introduction to computer networks and communication media.
- 2.5 Introduction to Multimedia and audio/video editing.
- 2.6 Adobe Photoshop:
  - a) Editing , enhancing and Creating images, banners etc.
  - b) Different formats of images (JPEG,BMP,GIF etc.)
- 2.7 Applications of multimedia.

### **Unit – III (Microsoft Office)**

- 3.1. Microsoft Word:
  - a) Opening, Creating, Saving and Printing a Document (File).
  - b) Page Settings, Inserting Pictures, Tables, Rows and Columns, Headers and Footers, Autosshapes etc.
  - c) Formatting Fonts, Paragraphs, Alignment, Indentation, Change Case, Mail Merge etc.
  - d) Editing- Cut, Copy, Paste.
- 3.2. Microsoft Excel:
  - a) Opening, Creating, Saving and Printing a Document (File).
  - b) Inserting a Formula, Graphs, Creating Bar, Histograms, Pie Charts etc.

3.3. Microsoft Power Point :

- a) Opening, creating and saving slides and presentations.
- b) Formatting slide shows, slide backgrounds, transitions and effects etc.

**Unit – IV (Accounting through Computers)**

4.1. Fundamentals of Accounting

4.2 Types of Accounts (Real, Nominal and Personal)

4.3 Introduction to Tally.

- a) Creating a Company, configuring a Company, Entering Vouchers.
- b) Viewing and editing accounts books.
- c) Balance sheet, Trial Balance, Trading Account, Profit and Loss

**Unit – V (Introduction to Internet )**

5.1 Basic of Computer Networks

5.1.1 Local Area Network (LAN)

5.1.2 Wide Area Network (WAN)

5.2 Internet

5.2.1 Concept of Internet

5.2.2 Applications of Internet

5.2.3 Connecting to the Internet

5.2.4 Troubleshooting

5.3 World Wide Web (WWW)

5.4 Web Browsing Softwares

5.4.1 Popular Web Browsing Softwares

5.5 Email and its objectives.

**Unit – VI (Introduction to Information technology)**

6.1 E-Commerce: Definition

6.1.1 Commerce and Internet

6.2 Advantages and Limitations

6.2.1 Advantages of E-Commerce

6.2.2 Limitations and Constraints of E-Commerce Benefits from Various Points of

View

6.3 Types of E-Commerce Storage of Information

6.4 E-Governance and its Objectives