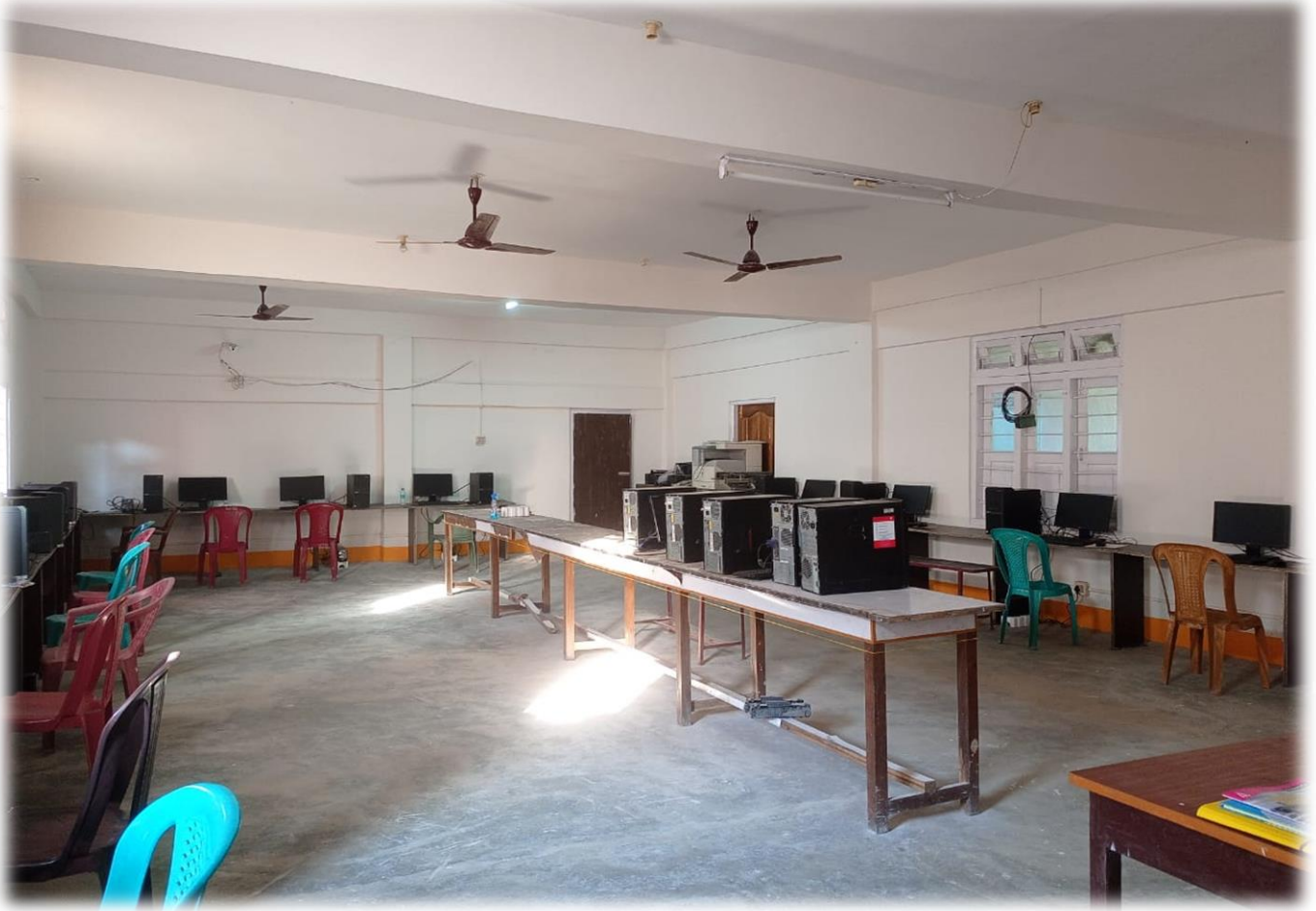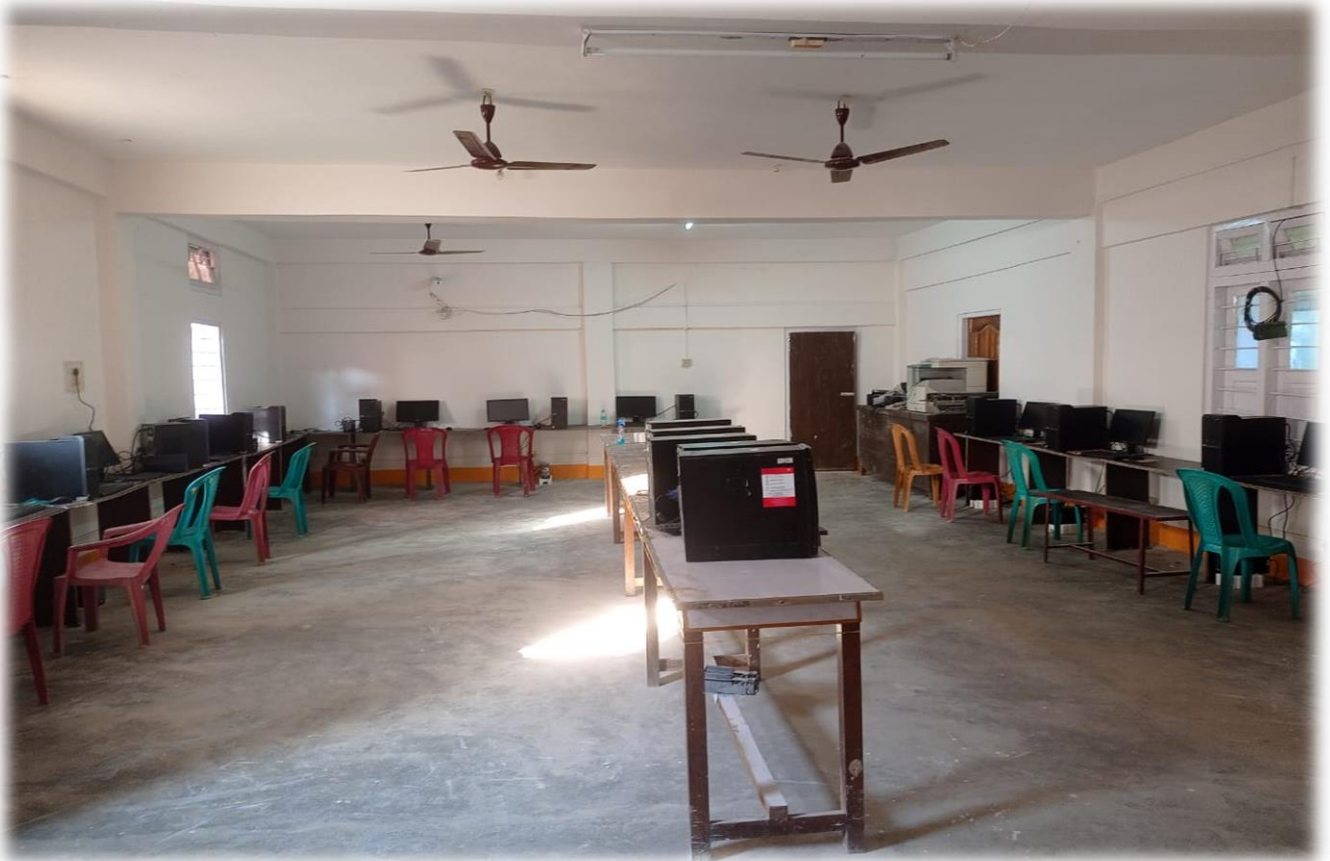# WEST GOALPARA COLLEGE

Syllabus on Advance Course in Computer Applications (ACCA)

The college offers six months Advance Course in Computer Applications (ACCA). This course will help the learners to enhance their computer skills and will enable them in office automation, business as well as in DTP works.

Course Contents –

- Computer Fundamentals.
- Basics of computer hardware & Software.
- Operating system
- Microsoft Office (Word, Excel, Power point).
- Software installation
- Virus protection and scanning
- Pagemaker 7.
- Corel Draw.
- Photoshop 7.
- Basic concepts of accounts
- Multimedia and E-commerce concepts.
- Internet Browsing and email handling.
- Worksheets
- Maintaining ledgers and cash book
- Balance sheet, profit and loss.

Computer Lab, West Goalpara College