PROGRAMME TITLE : CERTIFICATE IN COMPUTER APPLICATION
DURATION : 12 MONTHS
ELIGIBILITY : 1ST YEAR GMGC STUDENTS

SL NO	MODULES	LEARNING HRS. (Theory)	LEARNING HRS. (Tutorials/ Projects/Practical)	LEARNING HRS. (Total)
	SEMESTER - I			
1	Fundamentals of IT	08	08	16
2	Word Processing	12	18	30
3	Presentation Package	08	08	16
	SEMESTER - II			
4	Spreadsheet Package	12	30	30
5	Internet & Technology	08	08	16
	TOTAL	**48**	**72**	**120**

Note: Tentative proposed class schedule : one class per week (2-3 hrs) - Monday/Wednesday/Friday.