Shri Agrasen Kanya Post Graduate College
Bulanala/Parmanandpur Varanasi

Department of Computer Application (UG)

SEMESTER- I
Paper (Vocational)
Course Title: MS Word

Programme/ Class: Certificate In Computer Applications In Offices	Year: First	Semester: I
Paper (Theory)	Subject: Computer Applications	
Course Title: MS Word		

Course Outcomes: This Robust learning package integrates key boarding essential word processing, document formatting, basics, and communication skill within a single text, along emphasis on honing skills by competing projects in a realistic office environment.

SEMESTER –II

Paper - (Vocational)

Course Title: MS Power Point

Programmes/ Class: Certificate in Computer Applications in Offices	Year: First	Semester: II
Paper- Theory	Subject: Computer Applications	
Cousre Title: MS Power Point		

Course Outcomes: this course prepares students for giving or creating presentation .Presentation provide a visual kick ,tools for collaboration, easy access or the ability to share information in interesting manner .it will even help such students to reduce speaking anxiety by drawing eyes away from speakers and towards a screen .

SEMESTER- III

Paper (Vocational)

Course Title: MS Excel

Programme/ Class:Diploma In Computer Applications In Offices	Year: Second Year	Semester: III
Paper (Theory)	Subject: Computer Applications	
Course Title: MS EXCEL		

Course Outcomes: This course will enhance knowledge ability to calculate ,organize and evaluate quantities data .Student can better present their information all the way up.

SEMESTER- IV

Paper (Vocational)

Course Title: MS ACCESS

Programme/ Class: Diploma In Computer Applications In Offices	Year: Second	Semester: IV
Paper (Theory)	Subject: Computer Applications	
Course Title: MS ACCESS		

Course Outcomes: Information is the most valuable treasure and strongest weapons in present era. This course equipe student to store information for reference, reporting and analysis .Access can also overcome the limitation found when trying to manage large amounts of information.