

# Dr. S. RADHAKRISHNAN COLLEGE OF EDUCATION



*Chiksia, Near Chas Mafassil Thana, Dist. -  
Bokaro, Jharkhand - 827013*

Recognized by NCTE, Bhubaneswar & Affiliated to  
Binod Bihari Mahto Koyalanchal University,  
Dhanbad



*Value Added Course and  
Certificate Course on  
Computer Applications*



Dr. S. Radhakrishnan College of Education  
Chiksia, Chas (Muf.), Dist.-Bokaro, Jharkhand



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Recognized by NCTE, Bhubaneswar & Affiliated to Binod Bihari Mahto Koyalanchal University, Dhanbad (B.Ed.)  
& Jharkhand Academic Council, Ranchi (D.El.Ed.)

**(Managed By: Bokaro Education Trust)**

Chiksia, Near Chas Mufassil Thana, Dist - Bokaro, Jharkhand - 827013, PH: 09234303040.

Website: [www.dsrcebokaro.org.in](http://www.dsrcebokaro.org.in), Email: [dsrce.bokaro@gmail.com](mailto:dsrce.bokaro@gmail.com)

## **Course Content of Value-Added Course**

### **Certificate in Computer Applications (Course Code: CCA)**

1. Knowledge of Entering data in computer
2. knowledge of computer typing and the command for printing
3. knowledge of MS Excel and its commands
4. knowledge of MS Word and its commands
5. knowledge of PowerPoint and its commands

### **Personal project**

1. Showing competency in speed and accurate typing
2. present two output of MS word
3. present two output of MS Excel
4. present one output of PowerPoint

**Place: Chas, Bokaro (Jharkhand)**

**Principal**

Dr. S. Radhakrishnan College of Education  
Chiksia, Chas, Bokaro-827013 (Jharkhand)

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## **CLOs of Certificate in Computer Applications**

CLO 1: To provide an opportunity to develop interdisciplinary skill.

CLO 2: To process the skill and qualification responsive to the needs of the time.

CLO 3: To produce graduates who sell the professionally commands and globally competitive.

CLO 4: To make them able to give positive contribution for the betterment of their life.

CLO 5: To acquire knowledge of Information Technology, Information system and effective browsing of internet.



**Principal**

**Place: Chas, Bokaro (Jharkhand)**

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## COURSE CERTIFICATE

This is to certify that Mr./Ms./Mrs. Alok Anant

has successfully completed a Value Added Course of Certificate in Computer Applications (CCA) 32 hours in Teaching Aids during his/her Bachelor of Education (B.Ed.) Degree Programme of Session 2021-23 at Dr. S. Radhakrishnan College of Education, Chiksia, Chas, Bokaro, Jharkhand, India.

  
Course Coordinator

Date: 11.01.2024



  
Principal  
Principal  
Dr. S. Radhakrishnan College of Education  
Chiksia, Chas (Muf), Dist-Bokaro, Jharkhand