J N MEDICAL COLLEGE

CONSTITUENT UNIT OF KLE ACADEMY OF HIGHER EDUCATION & RESEARCH

Accredited "A" Grade by NAAC (2nd cycle)   Placed in Category "A" by MHRD (GoI)

DEPARTMENT OF PUBLIC HEALTH

Value Added Course

— On —

COMPUTER SKILLS

AIM

This course aims at teaching basics of computer knowledge and appreciate computer programs.

OBJECTIVE

At the end of the course candidates will be able to,

- ➢ Train the participants on basic usage of computers, preparing personal and official letters, viewing information on internet, writing and sending emails, internet banking services etc.
- ➢ Impart knowledge on file and folder making and saving of the documents.

DURATION: 5 Weeks (15 hours)
MEDIUM OF INSTRUCTION: English

COURSE CONTENT

- ➢ Introduction to information Technology.
- ➢ Introduction to MS office, MS Word, MS Excel, MS power point presentation skills.
- ➢ Internet – search strategies, Email and Email etiquettes.
- ➢ Online survey development tools.