

# **SURENDRANATH LAW COLLEGE**

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Ref. No. SNLC/213/2018-19

Date : 20/11/2018

## **NOTICE**

The college is going to organize the **Certificate Course on Computer Fundamental Training Course** for Surendranath Law College's students.

The interested students are directed to submit the application to **Mr. Ramkrishna Dutta** within **30<sup>th</sup> November, 2018**.


The course curriculum are as follows :

1. Unit 1 (02 Hours) Fundamentals of Computer
2. Unit 2 (10 Hours) Word Processing (MS Word)
3. Unit 3 (04 Hours) Presentation (Power Point)
4. Unit 4 (10 Hours) Spreadsheet (MS Excel)
5. Unit 5 (04 Hours) Networking and Internet
6. Unit 6 (02 Hours) Doubt clearing interactive session and checking of assignments
7. Unit 7 (02 Periods) Examination and Evaluation

All relevant assignments will be provided at the end of each Unit (from Unit 1 to Unit 7).

The course fee is Rs.500/-.



  
Dr. Mohammadi Tarannum

Vice Principal  
VICE PRINCIPAL  
SURENDRANATH LAW COLLEGE  
KOLKATA-09