

# Super Computer College



## About Course

Certificate Course in Computer Applications is a course of computer Fundamentals and MS-office Package. in the field of Computer Applications. A person can pursue this course after 10th, 12th, or graduation as well.

## What you will learn?

After completion of this course, You will be able to learn Computer Fundamentals, basics computer concepts, MS Word, Excel, PowerPoint, Access, Documents Drafting, Data Entry, File Uploading-Downloading, Digital Financial Services, Emails, websites etc.

## Scope

After completing this course a person can apply as a computer operator in any firm, and get a job at clerical levels like receptionist, computer operator or cyber cafe owner. He can also work at BPO.

A person with CCCA Certificate holder can execute basic computer tasks and can also become an Accountant. He/she can apply as a computer teacher at primary level or can also open Computer teaching Centre for children or adults who wish to learn computer basics.