

Certificate in Computer Aided Design

Course Module	Module Details
Fundamental	<ul style="list-style-type: none"> • History and Generations of Computer. • Advantage and disadvantage of Computer Block Diagram of a Computer. • Description of Different parts of a Computer. • System Software and Application Software. • Identification of Different parts of a Computer System. • Turning a computer system on and off.
Windows OS	<ul style="list-style-type: none"> • Identifying different Desktop Icons. My Computer, My Documents • Changing Desktop Backgrounds, Mouse Pointer, Screen Saver Notepad, WordPad, MS Paint
MS Word	<ul style="list-style-type: none"> • Introduction to MS Office. • Word Processing Software. • Document formatting options. • Tables, Bullets and Numbering. • Font, Alignment, paragraph formatting • Insert Picture, Clipart, Shapes, WordArt • Header & Footer, Text Box • Page Layout, Mail Merge • Spelling & Grammar
AUTOCAD	<ul style="list-style-type: none"> • Basic CAD: Draw, Modify, Edit, Insert, View, Style, Dimension, Format, Tools • Different Modes: Snap, Grid, Ortho, Polar, Osnap, Optrack, Dynamic Input • Different Settings: Layer, Units, Dimension Style, Table Style, Text Style • Advance CAD: MV setup, 2d Isometric Drawing, 3d Drawing
Internet and Email	<ul style="list-style-type: none"> • Internet Basics: What is Internet? How Internet works? Types of Internet Browsers and Web pages. • Introduction to Web: Overview of Internet and www. Web pages, home page, Web browsers, search Engines, web sites and servers. • Internet Concepts: Opening websites and browsing. Writing, reading and sending emails. Connecting to Internet. Browsing popular sites and using search engines.