

## Certificate in Information Technology Application (CITA)

Course Module	Module Details															
Fundamental	<ul style="list-style-type: none"> <li>• History and Generations of Computer.</li> <li>• Advantage and disadvantage of Computer Block Diagram of a Computer.</li> <li>• Description of Different parts of a Computer.</li> <li>• System Software and Application Software.</li> <li>• Identification of Different parts of a Computer System.</li> <li>• Turning a computer system on and off.</li> </ul>															
Windows OS	<ul style="list-style-type: none"> <li>• Identifying different Desktop Icons. My Computer, My Documents</li> <li>• Changing Desktop Backgrounds, Mouse Pointer, Screen Saver Notepad, WordPad, MS Paint</li> </ul>															
MS Word	<ul style="list-style-type: none"> <li>• Introduction to MS Office.</li> <li>• Word Processing Software.</li> <li>• Document formatting options.</li> <li>• Tables, Bullets and Numbering.</li> <li>• Font, Alignment, paragraph formatting</li> <li>• Insert Picture, Clipart, Shapes, WordArt</li> <li>• Header &amp; Footer, Text Box</li> <li>• Page Layout, Mail Merge</li> <li>• Spelling &amp; Grammar</li> </ul>															
MS Excel	<ul style="list-style-type: none"> <li>• Introduction to MS Office</li> <li>• Electronic Spreadsheet</li> <li>• Cell Formatting Options</li> <li>• Formulas and Functions (SUM, AVG, COUNT, COUNTIF, SUMIF, MAX, MIN, IF, ROUND)</li> <li>• Charts</li> <li>• Sort, Filter, What if Analysis, Grouping Subtotal</li> <li>• Pivot Table</li> </ul>															
Visual FoxPro 6.0	<ul style="list-style-type: none"> <li>• Basic information of DBMS</li> <li>• Types of DBMS</li> <li>• Basic information about FoxPro.</li> <li>• Commands: <table style="margin-left: 20px; border: none;"> <tr> <td><i>Create</i></td> <td><i>Append</i></td> <td><i>Insert</i></td> </tr> <tr> <td><i>Modify structure</i></td> <td><i>Display</i></td> <td><i>Delete</i></td> </tr> <tr> <td><i>Pack</i></td> <td><i>Zap</i></td> <td><i>Recall</i></td> </tr> <tr> <td><i>Browse</i></td> <td><i>Edit</i></td> <td><i>Replace</i></td> </tr> <tr> <td colspan="3"><i>Set date to dmy/mdy/ymd</i></td> </tr> </table> </li> <li>• View creation</li> <li>• Form creation (calculation in got focus event)</li> <li>• Report creation</li> </ul>	<i>Create</i>	<i>Append</i>	<i>Insert</i>	<i>Modify structure</i>	<i>Display</i>	<i>Delete</i>	<i>Pack</i>	<i>Zap</i>	<i>Recall</i>	<i>Browse</i>	<i>Edit</i>	<i>Replace</i>	<i>Set date to dmy/mdy/ymd</i>		
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MS PowerPoint	<ul style="list-style-type: none"> <li>• Creating Slide Show by using Animation Technique.</li> <li>• Slide Master.</li> <li>• Clip Art. Picture Editing</li> </ul>															