

ENRICHMENT PROGRAMME

JOC on INTRODUCTION TO DIGITAL DEVICES AND WORD PROCESSING

Course of Study:

OPERATING DIGITAL DEVICES

- Basic features of computer operating system.
- Mobile phone operating system and features.
- Tablet operating system and features

ACCESSING GOVERNMENT FEATURES

- Locating government information
- Accessing e-governance services

SAFETY AND SECURITY IN DIGITAL TECHNOLOGY

- Security
- Health and safety
- Ethics
- Social and human issues

BENEFITS

Digital technology has changed modern life, bringing it with many advantages. We carry more computing and storage power in our mobile phones than was used to launch and land the first module. It's now rare to find a machinery that doesn't incorporate digital technology in some ways such as social connectivity and automation etc...

Course of Study:

Word Processing

- Introduction to word processor.
- Creating, editing and formatting word documents.
- Apply word processing in real life scenario.

BENEFITS

Word processor contains software that automatically correct common errors and identify misspellings, improve overall speed and reducing errors they also make it easier to create and organize new files as well as retrieve and manipulate existing ones.

It also saves the time making it an obvious asset in the workspace most people can type fast than they write in hand proficient typist can exceed 60 words per minute and also have the potential to go higher than that, whereas legibility concerns limit people's handwriting rates. This also saves time in that employees can don't have to worry about fumbling paper around or writing neatly.



**KONGUNADU ARTS AND
SCIENCE COLLEGE
(AUTONOMOUS)**

**Re-accredited by NAAC with
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