PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
Affiliated to Sidho Kanho Birsha University, Purulia

Department of Computer Science

Add-on/ Certificate Course

Computer for Beginners

Session: 2022-2023

Brochure

Panchakot Mahavidyalaya
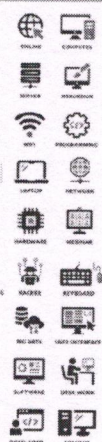SARBARI, NETURIA, PURULIA, WEST BENGAL
Computer for Beginners

Add On Course, Dept. of Computer Science
Duration: 30 hrs.
For detailed schedule log on to: www.panchakotmv.ac.in
Course Coordinator: Suman Kumar Chanda, HOD, Dept. of Computer Science

About This Course
This course is designed for those who are interested in learning how to use a computer. Even if you have never used a computer before, and especially if you are willing to invest in yourself. You will find the class particularly useful :
If you want to know how to use a computer,
If you work in a place where computer usage is a requirement,
If you own or think of owning a small business,
If you want to better find your way around in this computer world and more.

Course Outcome
o Computer Basics of Both Desktop & Laptop Computers
o The Brief History of Computers
o Find Out What the Buttons Do on a Computer and How to Use Them
o Get Set Up on a Computer
o How to Access/Use the Internet
o Protecting Your Computer
o Where to Search Your Questions Online
o How to Use Email Online
o Learn about Social Media and How to Use It

Course Content
Introduction: A Brief History of Computers: 2hrs
Computer Basic : 2hrs
Input and Output Devices : 3hrs
Getting Set up : 2hrs
Operating Systems : 2hrs
Accessing the Internet : 2hrs
Protecting Your Computer : 2hrs
Installing Basic Programs : 2hrs
Software: Open Source vs. Licensed : 2hrs
MS Office, LibreOffice : 4hrs
Ask your question-Search Engines: 2hrs
Using Email: 2hrs
Use of Social Media: 2hrs
How to Properly Turn Off Your Computer : 2hrs

To
The Principal
Panchakot Mahavidyalaya
Sarbari, Neturia, Purulia

Applicant: Suman Kumar Chanda, Department of Computer Science

Subject: Proposal for 'Certificate Course on Computer for Beginners' for the session 2022-2023

Respected Sir,

I am requesting you please see my course details which I am going to offer the college students in the session 2022-2023. The title of the course is 'Certificate Course on Computers for Beginners' in the Department of Computer Science at our college. This add-on course will help students/participants learn How to Access/Use the Internet, Protecting Your Computer, Where to Search Your Questions Online, How to Use Email Online.

I request that you please kindly sanction the mentioned course.

Date: 18.04.23

Place: Sarbari
Yours sincerely,

HOD,
Computer Science

Enclosure: (1) Proposal
(2) Curriculum of the course

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
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Proposal for conducting Short Term Certificate Courses
Session: (2022-2023)

1. **Details of the applicant department:**

I. Name of the college: Panchakot Mahavidyalaya,
II. Address of the college: Sarbari, PO: Neturia, District: Purulia, Pin: 723121
III. Name of the applicant department: Computer Science

2. **Details of the course proposed:**

I. Name of the course: Certificate Course on Computer for Beginners
II. Target participants: Undergraduate students from any stream
III. Duration of the course: 30 hrs.
IV. Medium of instruction: English

3. **Details of the faculty:**

I. Whether the college provides degree related to the proposed course: No
II. Whether the course is prepared by experts from related field: yes (by departmental faculty)
III. Information of course coordinator:

Name	Department	Qualification
Suman Kumar Chanda	Computer Science	M.C.A in Computer Science

IV. Details of faculty members to be appointed for this course:

Sr. No.	Name	Department	Qualification
1	Suman Kumar Chanda	Computer Science	M.C.A in Computer Science
2	~~Rimi Biswas~~ TANMOY PAUL	Computer Science	~~M.Sc~~. in Computer ~~MCA~~ Science M.TECH

4. **Details of the infrastructure needed/available for this course:**
I. Classroom: Available
II. Books: Available in central library
III. Computer facility: Computer lab and departmental computer facility

Signature of Course coordinator

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
Affiliated to Sidho Kanho Birsha University, Purulia

Department of Computer Science
Certificate Course on Computer for Beginners

Syllabus (2022-2023)

Duration: 30 hrs

Module 1:

1. Introduction: A Brief History of Computers: 2hrs
2. Computer Basic : 2hrs
3. Input and Output Devices : 3hrs
4. Getting Set up : 2hrs
5. Operating Systems : 2hrs
6. Accessing the Internet : 2hrs
7. Protecting Your Computer : 2hrs

Module 2:

1. Installing Basic Programs : 2hrs
2. Software: Open Source vs. Licensed : 2hrs
3. MS Office, LibreOffice : 4hrs
4. Ask your question-Search Engines: 2hrs
5. Using Email: 2hrs
6. Use of Social Media: 2hrs
7. How to Properly Turn Off Your Computer : 2hrs

Assessment: Written Test and/or Viva-Voce

Signature
Course Coordinator

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
Affiliated to Sidho Kanho Birsha University, Purulia

Department of Computer Science
Certificate Course on Computer for Beginners
Session: (2022-2023)

Course coordinator: Suman Kumar Chanda, HOD, Computer Science

Details of the Course

Course Objective: This course is designed for those who are interested in learning how to use a computer. Even if you have never used a computer before, and especially if you are willing to invest in yourself. You will find the class particularly useful: If you want to know how to use a computer, If you work in a place where computer usage is a requirement, If you own or are thinking of owning a small business, If you want to better find your way around in this computer world and more.

Schedule

Day	Hours	Timing/Duration	Resource Person	Venue	Topic
1	02	4:00-6:00 PM	Suman Kumar Chanda (SKC)	Dept of Comp. Sci.	Module 1
2	02	4:00-6:00 PM	Tanmay Paul (TP)	Dept of Comp. Sci	Module 1
3	02	4:00-6:00 PM	SKC	Dept of Comp. Sci	Module 1
4	02	4:00-6:00 PM	TP	Dept of Comp. Sci	Module 1
5	02	4:00-6:00 PM	SKC	Dept of Comp. Sci	Module 1
6	02	4:00-6:00 PM	TP	Dept of Comp. Sci	Module 1
7	02	4:00-6:00 PM	SKC	Dept of Comp. Sci	Module 1

8	02	4:00-6:00 PM	TP	Dept of Comp. Sci	Module 2
9	02	4:00-6:00 PM	SKC	Dept of Comp. Sci	Module 2
10	02	4:00-6:00 PM	TP	Dept of Comp. Sci	Module 2
11	02	4:00-6:00 PM	SKC	Dept of Comp. Sci	Module 2
12	02	4:00-6:00 PM	TP	Dept of Comp. Sci	Module 2
13	02	4:00-6:00 PM	SKC	Dept of Comp. Sci	Module 2
14	02	4:00-6:00 PM	TP	Dept of Comp. Sci	Module 2
15	02	4:00-6:00 PM	SKC	Dept of Comp. Sci	Module 2

Expected Outcome:

1. Computer Basics of Both Desktop & Laptop Computers
2. The Brief History of Computers
3. Find Out What the Buttons Do on a Computer and How to Use Them
4. Get Set Up on a Computer
5. How to Access/Use the Internet
6. Protecting Your Computer
7. Where to Search Your Questions Online
8. How to Use Email Online
9. Learn about Social Media and How to Use It

Signature
Course Coordinator

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
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Department of Computer Science

Certificate Course on Computer for Beginners

Session: (2022-2023)

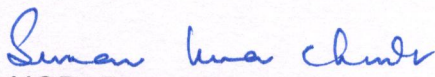Ref No: Date: 25.04.2023

Notice

This is to notify that the Department of Computer Science, Panchakot Mahavidyalaya is going to conduct an Add On/Certificate courses under the title as stated above. The course will be conducted from 02/05/23 to 30/6/23 in offline mode.

Interested students are requested to contact the concerned teacher(s) of the department/course coordinator for further course details (such as course duration, schedule, module etc.) as well as enrollment in the course.

Information brochures and course details are also available on the college website.

HOD, Department of

Computer Science

Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari*Neturia*Purulia
Principal,

Panchakot Mahavidyalaya

Sarbari, Neturia, Purulia

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
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Department of ....Computer Science....

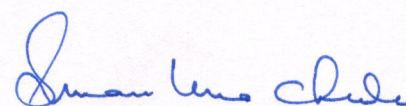Certificate Course Name ....Computer for Beginners.....
Session: (20.22.-20.23...)

List of Enrolled Students

Sr. No.	Students Name	Roll Number	Semester	Student Signature
1	RAMANANDA BAURI	220001700	2	Ramananda Bauri
2	AMAN DUSADH	220001615	2	Aman Dusadh
3	SUJAL RAJAK	220000608	2	Sujal Rajak
4	SACHIN GORAI	220000426	2	Sachin Gorai
5)	MONISHA TUDU	210000807	4	Monisha Tudu
6)	SUJATA BAURI	210001044	4	Sujata Bauri
7)	APARNA GORAI	210000464	4	Aparna Gorai
8.	SUDESHNA PAL	210000120	4	S. Pal

Self
Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari∗Neturia∗Purulia

Signature
Course Coordinator

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

Department of ....Computer...Science....

Certificate Course : ......Computer for Beginner......

Session: (20..22..-20..23......)

Attendance Sheet

Sr. No.	Name of Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
																	Day and Month
1	RAMANANDA BAURI	P	P	P	P	P	P	P	P	P	P	P	·	P	P	P	
2	AMAN DUSADH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	SUSAL RAJAK	P	P	P	·	P	P	P	P	P	P	P	P	P	P	P	
4	SACHIN GORAI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5	MONISHA TUDU	P	P	P	P	·	P	P	P	P	P	P	P	P	P	P	
6	SUJATA BAURI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7	APARNA GORAI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8	SUDESHNA PAL	P	P	P	P	P	P	P	P		P	·	P	P	P	P	

Self
Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari, Neturia, Purulia

Suman Kumar Chanda
Course Coordinator

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
Affiliated to Sidho Kanho Birsha University, Purulia

Department of ...Computer Science...
Certificate Course:
...........Computer for Beginners...........
Session: (20..22..-20..23..)

Result

Full Marks:

Sr. No.	Name of Student	Marks Obtained
1	RAMANANDA BAURI	A
2	AMAN DUSADH	A
3	SUJAL RAJAK	A
4	SACHIN GORAI	B
5	MONISHA TUDU	B
6	SUJATA BAURI	B
7	APARNA GORAI	A
8	SUDESHNA PAL	A

Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari*Neturia*Purulia

Signature
Course Coordinator

Affiliated to Sidho Kanho Birsha University, Purulia

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA
Add On/ Certificate Course

Organized by: Department of ...Computer Science...

CERTIFICATE OF COMPLETION
Session: (20.22.-20.23.)

This is to certify that Mr./Ms ...RAMANANDA BAURI...

of ...Political Science (Prog.)... Department has successfully completed Add

On/Certificate course entitled:

...Computer for Beginners...

for session ...2022 - 2023...

Course Coordinator

HOD (Organizing Dept)

Principal