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

Department of Computer Science

Add-on/ Certificate Course
Basic Computer Skill Development

Session: 2021-2022

Brochure

PANCHAKOT MAHAVIDYALAYA
Sarbari, Neturia, Purulia, West Bengal

Basic Computer Skill Development

NO FEES

Add-on course, Dept. of Computer Science

Course Coordinator: Suman Kumar Chanda

For detailed schedule logon to www.panchakotmv.ac.in

(Duration: 30 hours)

Course Module

Module 1. Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply. (4 hrs)

Module 2. Operating Computer using GUI Based Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities. (5 hrs)

Module 3. Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document. (4 hrs)

Module 4. Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet. (4 hrs)

Module 5. Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website (5 hrs)

Module 6. Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes. (4 hrs)

Module 7. Making Small Presentation: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts. (4 hrs)

Course Outcome

The course provides knowledge of basic computer through a variety of applications. After completion of this course a student will be able to:

1. Efficiently use Office Automation Tools like word processors, spreadsheets and presentation tools.
2. Use multimedia authoring tools to design small applications using sound, audio, and video/animation.
3. Develop and implement a simple project based on case studies.

Who can Participate?

Any student who has interest in Computer Application can participate in this add-on course. Students passed class XII in science stream are preferable.

To
The Principal
Panchakot Mahavidyalaya
Sarbari, Neturia, Purulia

Applicant: Suman Kumar Chanda, Department of Computer Science

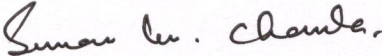Subject: Proposal for 'Basic Computer Skill Development' for the session 2021-2022

Respected Sir,

With respect to the above mentioned subject, I am submitting herewith the proposal to conduct the certificate course in 'Basic Computer Skill Development' by the department of Computer Science of our college. This add-on course will help students/participants learn the efficiently use Office Automation tools like word processors, spreadsheets and presentation tools, use multimedia authoring tools to design small applications using sound, audio, and video/animation, develop and implement a simple project based on case studies.

Hope you will consider my application and I kindly request you to sanction the same.

Date: 26.04.22

Place: PKMV
Yours sincerely,

HOD, Computer Science

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

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

Proposal for conducting Short Term Certificate Courses
Session: (2021-2022)

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 Basic Computer Skill Development
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)
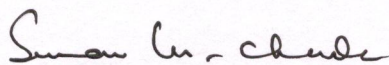III. Information of course coordinator:

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	Computer Science	~~M Sc~~ MCA in Computer Science

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
Basic Computer Skill Development
Syllabus (2021-2022)

Duration: 30 hrs

Module 1. Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply. (4 hrs)

Module 2. Operating Computer using GUI Based Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities. (5 hrs)

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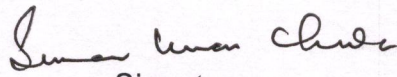
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Module 5. Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website (5 hrs)

Module 6. Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes. (4 hrs)

Module 7. Making Small Presentation: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts. (4 hrs)

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 Basic Computer Skill Development
Session: (2021-2022)

Course coordinator: Suman Kumar Chanda, HOD, Computer Science

Details of the Course

Course Objective: This course aims to introduce the discipline of Computer applications to the students who wish to either take up entry level jobs in small scale computer industry or use computer technology in study of Humanities. The courses are designed to promote computer literacy, and use and appreciate computer technology in day-to-day life. Inclusion of programming courses promotes logical and analytical thinking.The course familiarizes the students with fundamentals of computers hardware and software. It introduces the basic computer technologies and provides hands-on practice in the use of commonly used software in small scale industry. Thus the course provides skills for entry level jobs. The course also inculcates logical and analytical thinking by way of offering programming languages.

Schedule

Day	Hours	Timing/Duration	Resource Person	Venue	Topic
1	02	4:00-6:00 PM	Suman Kumar Chanda (SKC)	Dept ofComp. Sci.	Module 1
2	02	4:00-6:00 PM	Rimi Biswas (RB)	Dept ofComp. Sci.	Module 1
3	02:30	4:00-6:30 PM	SKC	Dept ofComp. Sci.	Module 2
4	02:30	4:00-6:30 PM	RB	Dept ofComp. Sci.	Module 2
5	02	4:00-6:00 PM	SKC	Dept ofComp. Sci.	Module 3

6	02	4:00-6:00 PM	RB	Dept ofComp. Sci.	Module 3
7	02	4:00-6:00 PM	SKC	Dept ofComp. Sci.	Module 4
8	02	4:00-6:00 PM	RB	Dept ofComp. Sci.	Module 4
9	02	4:00-6:00 PM	SKC	Dept ofComp. Sci.	Module 5
10	02	4:00-6:00 PM	RB	Dept ofComp. Sci.	Module 5
11	01	4:00-5:00 PM	SKC	Dept ofComp. Sci.	Module 5
12	02	4:00-6:00 PM	RB	Dept ofComp. Sci.	Module 6
13	02	4:00-6:00 PM	SKC	Dept ofComp. Sci.	Module 6
14	02	4:00-6:00 PM	RB	Dept ofComp. Sci.	Module 7
15	02	4:00-6:00 PM	SKC	Dept ofComp. Sci.	Module 7

Expected Outcome:

The course provides knowledge of basic computer through a variety of applications. After completion of this course a student will be able to:

1. Efficiently use Office Automation Tools like word processors, spreadsheets and presentation tools.

2. Use multimedia authoring tools to design small applications using sound, audio, and video/animation.

3. Develop and implement a simple project based on case studies.

Signature
Course Coordinator

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

Department of Computer Science
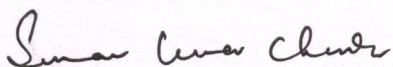Certificate Course on Basic Computer Skill Development

Session: (2021-2022)

Ref No:

Date: 2/5/2022

Notice

This is to notify that the Department of Computer Science, Panchakot Mahavidyalaya is going to conduct an Add On/Certificate course under the title as stated above. The course will be conducted from 10/5/22 to 31/5/22 in offline mode.

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

The information brochure is also available on the college website.

HOD, Department of

Computer Science

Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari, Neturia, P

Principal,

Panchakot Mahavidyalaya

Sarbari, Neturia, Purulia

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

Department of ... Computer Science

Certificate Course Name Basic Computer Skill Development
Session: (20.21.-20.22..)

List of Enrolled Students

Sr. No.	Students Name	Roll Number	Semester	Student Signature
1	KHAMA GOPE	210000495	11	khama Gope
2	MONISHA TUDU	210000807	sem2	Monisha Tudu
3	APARNA GORAI	210000464	2	Aparna Gorai
4.	SUDESHNA PAL	210000120	2	S. Pal
5.	PIJUSH CHAKRABORTY	210000577	2	Pijush Chakraborty
6.	SONIYA MAJEE	210001223	2	sonita majee
7.	DEBJANI GOPE	210000770	11	Debjani Gope
8.	PUJA TANTUBAY	2020012287	2	puja Tamtubay

Sdp
Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari*Neturia*Purulia

Signature
Course Coordinator

PANCHAKOT MAHAVIDYALAYA
SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

Department of ....Computer Sc....

Certificate Course : ...Basic...Computer...Skill Development...

Session: (20.21....-20.22........)

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	KHAMA GOPE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	MONISHA TUDU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	APARNA GORAI	P	P	P	P	P	P	P	P	P	P	P	P	P	.	P	
4	SUDESHNA PAL	P	P	.	P	P	P	P	P	.	P	P	P	P	P	P	
5	PIJUSH CHAKRABORTY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6	SONIYA MAJEE	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	
7	DEBJANI GOPE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	.	
8	PUJA TANTUBAY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

Principal
PANCHAKOT MAHAVIDYALAYA
Sarbari, Neturia, Purulia

Course Coordinator

PANCHAKOT MAHAVIDYALAYA

SARBARI, NETURIA, PURULIA

Affiliated to Sidho Kanho Birsha University, Purulia

Department of ...Computer Science...

Certificate Course:

...Basic Computer Skill Development...

Session: (20.21....-20.22.)

__Result__

Full Marks:

Sr. No.	Name of Student	Marks Obtained
1	KHAMA GOPE	A
2	MONISHA TUDU	A
3	APARNA GORAI	A
4	SUDESHNA PAL	A
5	PIJUSH CHAKRABORTY	B
6	SONIYA MAJEE	A
7	DEBJANI GOPE	A
8	PUJA TANTUBAY	B

Sdf
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: (20.21....-20.22....)

This is to certify that Mr./Ms ...... KHAMA. GOPE

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

On/Certificate course entitled:

.....Basic...Computer...Skill...Development.............

for session ......2021.-.2022..........

Suman m churge
Course Coordinator

Suman m Churye
HOD (Organizing Dept)

Self
Principal