Certificate Course

in

BASIC COMPUTER APPLICATION

Conducted by

DEPARTMENT OF ENGLISH

In collaboration with

IQAC

Sankrail Anil Biswas Smriti Mahavidyalaya

Coordinator

Mir Mahammad Ali

Asst. Prof. & Head, Dept. of English, SABSM

Duration of the Course : 12 Weeks

Commencement of the Course : April 2023

Certificate Course in Basic Computer Application

Course Title : Certificate Course in Basic Computer Application

Duration : 12 Weeks

Mode of Delivery : Blended Mode

Course Fee : Free for Students

Course Description

This course is designed to provide students with a comprehensive understanding of the fundamentals of computer applications, including computer hardware and software, computer networks, operating systems, and various applications. The course will focus on practical applications of computer skills, including word processing, spreadsheet management, presentation creation, and basic programming.

Course Objectives

- To introduce students to the basics of computer applications
- To develop skills in using Microsoft Office applications
- To understand the concept of file management
- To develop basic computer skills

Course Outline

Inauguration of the Course

Week 1: Introduction to Computers

- Understanding computers and their components
- Types of computers and their uses
- Computer hardware and software
- Introduction to operating systems
- Basic computer skills

Week 2: Operating Systems

- Introduction to operating systems
- Windows operating system
- macOS operating system
- Linux operating system

Week 3: Word Processing

- Introduction to word processing
- Microsoft Word
- Google Docs
- Formatting text and paragraphs
- Page layout and printing

Week 4: Spreadsheet Management

- Introduction to spreadsheets
- Microsoft Excel
- Google Sheets
- Basic formulas and functions
- Chart creation

Week 5: Presentation Creation

- Introduction to presentation software
- Microsoft PowerPoint
- Google Slides
- Creating and formatting slides
- Adding images and multimedia

Week 6: Computer Maintenance

- Basic computer maintenance
- Disk cleanup and defragmentation
- Updating software and drivers
- Troubleshooting common problems

Week 7: Internet and World Wide Web

- Introduction to the Internet and the World Wide Web
- Browsers and their functions
- Search engines and directories
- Email and messaging

Week 8: Computer Networks

- Introduction to computer networks
- Types of computer networks
- Network components
- Network security

Week 9: Data Backup and Storage

- Introduction to data backup and storage
- Types of data storage
- Data backup strategies
- Cloud storage and backup

Week 10: Computer Security

- Introduction to computer security
- Passwords and user accounts
- Antivirus and anti-malware software
- Backup and recovery
- Digital security and privacy

Week 11: Practice Classes

Week 12: Assessment & Review of the Course

Valedictory Session

Assessment Methods

- Class participation and attendance
- Homework assignments
- Mid-term exam
- Final project

Course Outcome

By the end of this course, students will have a comprehensive understanding of the basic computer applications and will have developed practical skills in using computer hardware and software.

Certificate

Upon successful completion of the course, participants will receive a Certificate of Completion, which can be used to demonstrate their proficiency in English communication.

How to Join the Course

Any student of Sankrail A.B.S. Mahavidyalaya can join the course.

Interested students are asked to fill in the **Google Form** on or before **31st March 2023** for enrollment:
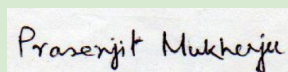
https://forms.gle/7G7ZGSoMWMJmRTh48

*** For any help or query, you may reach out to the coordinator of this program or IQAC coordinator.
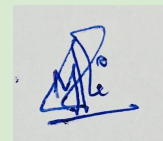
Dr. H. Mahapatra	**Prasenjit Mukherjee**	**Mir Mahammad Ali**
Signature of the TIC	Signature of the IQAC Coordinator	Signature of the Course Coordinator