Polba Mahavidyalaya
Polba, Hooghly
Pin-712148
(Affiliated to the University of Burdwan)

Add on Course

SUBJECT

Basics of Computer Application

Organized by

Department of Geography
&
IQAC

Duration: 30 Hours
6th June, 2023 to 19th June, 2023

Chief Patron

Mr. Narugopal KaibartaTeacher-in-Charge

Eligibility

2nd Semester Student (ongoing)

No Course fees are needed for this course; the course is free for interested students

Certificates will be issued only to those participants who complete the Course successfully by following rules & and regulations.

Rules & Regulations related to the Course:

- The assessment process will have a total score of 100. Out of these 10 marks forattendance.
- The process of evaluation will be explained during the class sessions.
- Students must attend all the assessments that have been scheduled to be eligible forcertification.
- Every student must have a minimum attendance of 70% throughout the course toreceive any certificate.
- The certificate's category will be decided based on the marks obtained, following thesubsequent guidelines:

Score on 100	Grade
90-100	A+
80-89	A
70-79	B+
60-69	B
50-59	C
Below 50	Fail

Course Design

Course	Basics of Computer Application
Eligibility	2nd and 4th Sem students of undergraduatelevel
Faculty	Internal faculty
Course Fee	Nil
Intake Capacity	20
Class Duration	1 Class-1 hr.3 hrs / day.
Course Duration	30 hours
Assessment Process	i. Attendance ii. Assignment
Student Feedback	

Course Objectives

This 30-hour "Basics of Computer Application" course will provide:

- **Foundational Understanding**: Establish a solid grasp of fundamental computer concepts, including hardware, software, and operating systems.
- **Practical Skills Development**: Provide hands-on experience with basic computer operations, such as file management, folder organization, and desktop navigation.
- **Software Proficiency**: Introduce participants to essential software applications like word processors, spreadsheets, and presentation tools, fostering proficiency in basic document creation and editing.
- **Internet Literacy**: Cultivate internet literacy skills, covering topics such as web browsing, search engine usage, and online safety practices to navigate the digital landscape securely and effectively.
- Email Communication: Teach effective email communication techniques, including composing professional messages, managing inboxes, and understanding email etiquette.
- **Digital Citizenship**: Promote responsible and ethical behavior in the digital realm, emphasizing concepts like online privacy, digital rights, and intellectual property.
- **Problem-Solving Skills**: Develop critical thinking and problem-solving abilities through practical exercises and troubleshooting scenarios, empowering participants to address common computer-related issues independently.
- **Continued Learning Pathways**: Provide resources and guidance for further exploration and skill development in specific areas of interest within the realm of computer applications, encouraging lifelong learning and professional growth.

Course Description

This course serves as an introductory exploration into the foundational concepts and practical applications of computer technology. Designed for beginners with little to no prior experience, the course aims to equip participants with essential skills and knowledge to navigate the digital world confidently. Through a blend of theoretical instruction and hands-on exercises, learners will develop proficiency in fundamental computer operations, software applications, internet usage, and digital communication. Emphasis will be placed on practical problem-solving, critical thinking, and responsible digital citizenship. By the end of the course, participants will have acquired a solid understanding of computer fundamentals and be prepared to apply their newfound skills in various personal and professional contexts.

Couse Structure

S.No.	Chapter	Theory Hours	Practical Hours	Teaching Activities
1.	Introduction of Computer	2	0	Impairing knowledge of the hardware and software of computers and the history of development of computer
2.	Operating Systems	1	0	Impairing knowledge of the operating systems of computer
3.	MS-Word	2	2	Impairing knowledge of different application of MS-Office
4.	MS- Excel	2	2	
5.	MS-Power Point	2	2	
6.	Database Operation	2	2	
7.	Introduction to Internet	2	2	Impairing knowledge of internet, its use and the security management
8.	Service on Internet	2	2	
9.	Internet Security Management	1	1	
	Total Hours	**16**	**13**	**-**
10	Assessment	**1**		**-**

Outline of the Syllabus

1. Introduction of Computer

What is Computer, History of Computer, Characteristics of Computer, Different types of Computers, Concepts of Hardware and Software, Components of Computer System, Block Diagram of a Computer, Functions of the Different Units.

2. Operating System

What is Operating System (OS), Function of OS, Popular OSs, Windows, Linux, Interface of computer, Files and Directory Management.

3. MS-Word

Introduction, Objectives, Word processing basic, Opening and closing docs, Text creation and manipulation, formatting the text, table creation, Table Manipulation, Shortcut Keys.

4. MS-Excel

Concepts, Elements of Excel, Manipulation of cells, Formatting a Worksheet, Charts & Graphs.

5. MS-Power Point

Introduction, Opening and saving presentation, Adding and formatting slides, Designing Slide Shows, Running and controlling a slide show.

6. Database Operation

Introduction, what are data, Why do we need data operation, Creating data, dropping data, manipulating data, Data entry, Data operation.

7. Introduction to Internet

What is Internet, History, Basic terminologies, Impact of the Internet.

8. Service of Internet

E-mail, WWW, and search engine.

9. Internet Security Management

Overview of Internet security, Firewalls, Internet security, Management concepts and information privacy and copyright Issues.

Learning Resources

Balaguruswamy, E. (2010). Fundamental of Computers. Tata Mcgraw Hill Education Pvt. Limited.

Rajaraman, V, Adabala, N. (2014). Fundamental of Computers. PHI Learning Pvt. Limited.

Instructor:

1. Mr. Rajesh Das
   Department of Geography
2. Mr. Biswajit Dhara
   Department of Geography

Course Outcome

The outcomes of the course are:

Proficiency in Computer Basics: Students will demonstrate proficiency in fundamental computer concepts, including hardware components, software applications, and operating system navigation.

Effective Software Usage: Students will be able to effectively utilize common software applications such as word processors, spreadsheets, and presentation tools to create, edit, and manage documents.

Efficient Internet Skills: Students will possess efficient internet skills, including browsing techniques, online research strategies, and understanding of internet safety practices.

Competent Email Communication: Students will be proficient in composing professional emails, managing email accounts, and understanding email etiquette for effective communication in personal and professional settings.

Digital Citizenship Awareness: Students will exhibit awareness of digital citizenship principles, including online privacy, cybersecurity, and ethical behavior, enabling responsible participation in digital communities.

Problem-Solving Abilities: Students will develop problem-solving skills through practical exercises and real-world scenarios encountered during the course, empowering them to troubleshoot common computer-related issues independently.

Confidence in Continued Learning: Students will gain confidence in their ability to continue learning and exploring advanced topics in computer applications independently or through further education and training.

Preparedness for Future Endeavors: Students will be equipped with essential computer skills necessary for various personal, academic, and professional endeavors, enabling them to adapt to evolving technological landscapes and requirements.