PURBASTHALI COLLEGE

ESTD: 2009

Vill + P.O:-Parulia, Dist: - Purba Bardhaman, Pin No-713513

Affiliated to the University of Burdwan

SUMMARY REPORT

OF

ADD-ON COURSE

BASIC COMPUTER PROFICIENCY

DEPARTMENT OF LIBRARY

PURBASTHALI COLLEGE

ADD-ON COURSE
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.

Principal
Purbasthali College
Parulia,Purba Bardhaman.

NAME OF THE COURSE: *BASIC COMPUTER PROFICIENCY*

DURATION: Thirty (30) hours. The course commenced on 16.03.2023 and completed on 20.05.2023.

TOTAL NO. OF FACULTY MEMBERS TAKEN CLASSES: Three (3)

ADMITTED STUDENTS: 7 (seven) students were enrolled to the course after admission.

ADMISSION PROCEDURE: The department of Library provided an admission form for the course, and applicants submitted the same to the course coordinator along with the required testimonials and application fees. Following a verification process, eligible individuals were granted permission to participate.

MODE OF EVALUATION: As part of the assessment process, a written examination was conducted through ten multiple-choice questions (MCQs) each carrying two marks. This method was chosen to comprehensively gauge the comprehension and retention levels of the participants regarding the material covered. Each question within the test was carefully crafted to encompass various aspects of the subject matter, ensuring a thorough examination of the participants' understanding. Additionally, the written test was followed by a computer practical exam and viva-voce of the students which allowed for efficient grading and feedback, streamlining the assessment process

for both the evaluators and the participants. Overall, this blended mode of evaluation, facilitated a comprehensive assessment of participants' understanding while ensuring fairness, objectivity, and efficiency in the evaluation process.

CERTIFICATION: It was stated that the college would provide Course Completion Certificate to every successful student. It was seen that 7 students attended the classes regularly and sat for the examinations. All the 7 students qualified in the evaluation. Accordingly, 7 (seven) certificates were issued to the successful candidates duly signed by the Principal and the course coordinator.

List of students receiving certificates:

Sl. No.	Name	Roll No.
1	Labani Pramanik	220113000024
2	Srabanti Biswas	220113000055
3	Khusi Ghosh	210113000022
4	Kousiki Biswas	210113000023
5	Mili Mondal	200113000032
6	Riya Ghosh	220113000039
7	Shrabani Ghosh	22011300008

COURSE OBJECTIVES:

The objective of the course is to equip students with the basic computer skills to perform effectively both in academic and professional settings. After completing this course the student will be able to:

- Use the computer for basic purposes of preparing his personnel / business letters

- Create data and basic operation with data using spreadsheet.

- Create and use basic presentation

- View information on Internet (the web)

- Create email account and send / receive emails

- Use Social Media, e-Governance and their usage etc.

LEARNING OUTCOME:

Following learning outcomes are achieved by the students after completion of the course:

- Aware about computers, IT gadgets and their applications.

- Get familiar with various input, output and hardware Components of a computer along with Storage devices.

- Get familiar with how the keyboard, mouse, monitor and printer are connected to CPU.

- Get familiar with various types of software used for computers.

- Well acquainted with Operating System and its applications for both desktop and mobile devices.

- Able to identify various desktop screen components and modify display properties, date, time etc.

- Able to add and remove new program and features, manage files and folders.

- Get aware of various types of file extensions.

- Basic Knowledge of Word Processing, their usage, details of word processing.

- Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet.

- Basic Knowledge of presentations.

- Gather knowledge of various types of networks and internet usage.

- Create an email account, compose an email, reply an email and send the email along with attachments.

- Get familiar with Social Networking, Instant, messaging and Blogs.

- Get familiar with e-Governance Services, e-Commerce and Mobile Apps.

COURSE SUMMARY:

The Add-on course offered a comprehensive knowledge of the subject computer application. Beginning with an exploration of the fundamentals of computer, participants delved into crucial elements such as history and development of computer, its generations, major components, functions etc. This foundational knowledge served as the bedrock upon which subsequent modules build. Moving forward, the students had gained comprehensive

knowledge as well as hands on experience on MS-word, Excel, Power Point, Google accounts and its various applications, searching techniques on internet, etc. In conclusion, the course offered a transformative learning experience, empowering participants to apply and use computers effectively with confidence, in diverse settings, to get success in their personal and professional life.
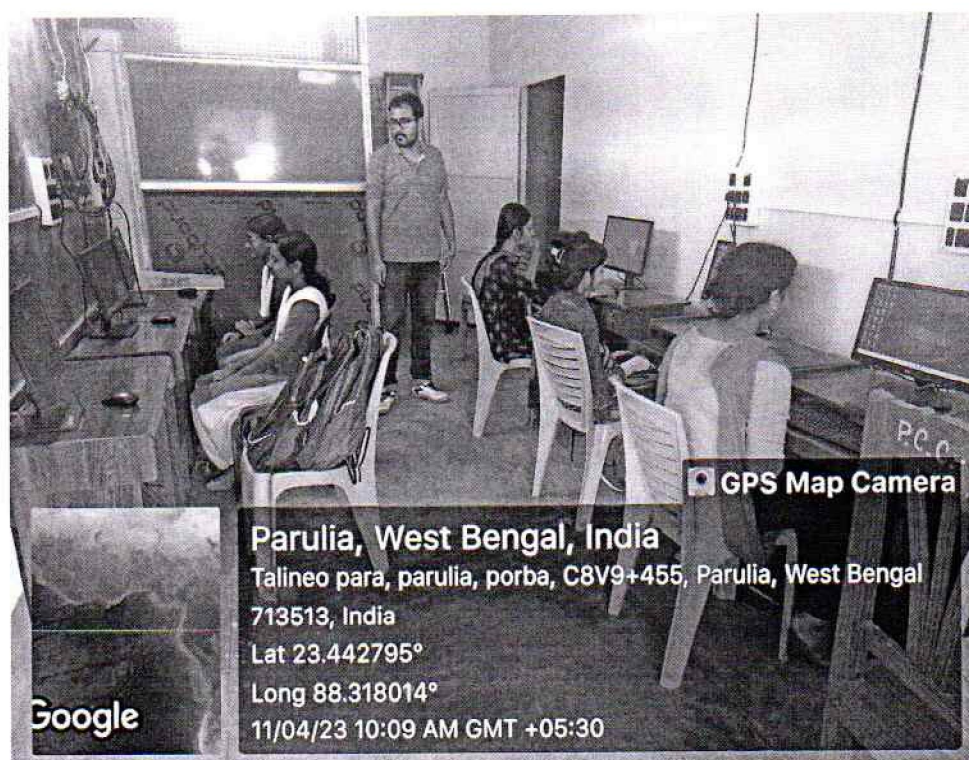
Some Glimpses During the Course

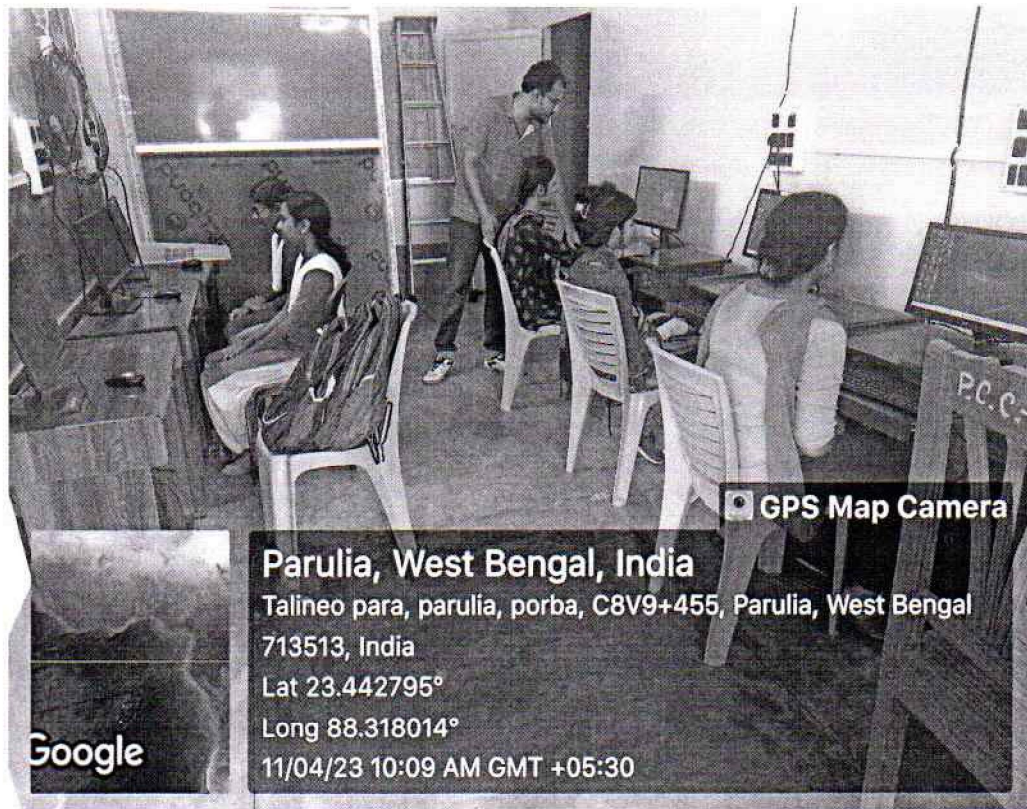Fig. Class of "Basic Computer Proficiency" on 11.04.2023

Fig. Class of "Basic Computer Proficiency" on 11.04.2023

CONCLUSION:

An Add-on course on Basic Computer Proficiency is designed to provide students with the tools and techniques which they must need to know in academic and daily life settings, irrespective of their profession. The course intends to offer a basic training program on computer that covers essential soft skills in any setting, preparing students to compete in a global job market.

Principal
Purbasthali College
Parulia, Purba Bardhaman.

ADD-ON COURSE COORDINATOR
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman