Date: 01/03/2023

NOTICE

This is to inform all the students of Purbasthali College that the Department of Library is offering an Add-on Course on "Basic Computer Proficiency" from March 16, 2023. This course has been designed to enhance your Basic Computer skills and to improve your overall proficiency in the subject. The course will be taught by experienced faculty members of the institution and, who will use a combination of lectures, discussions, and practical exercises to help you develop your computer skills.

Seats for the course are limited to thirty and candidates will be selected based on the marks (best of four) in 10+2 examination. The admission fee for the course is Rupees Fifty (50) only, and the duration of the course will be thirty (30) hours which will be completed within three months. On successful completion of the course certificates will be provided. To enroll, please fill out the application form attached to this notice and submit it along with 1 PP size recent colored photograph, photocopies of 10+2 marksheet and last semester admission receipt to the college office by March 11, 2023.

For further details, please contact the College Librarian.

(Ashes Datta)
Course Coordinator
ADD-ON COURSE COORDINAT
Department Of Library
Purbasthali College
Parulia, Purba Bardhaman.
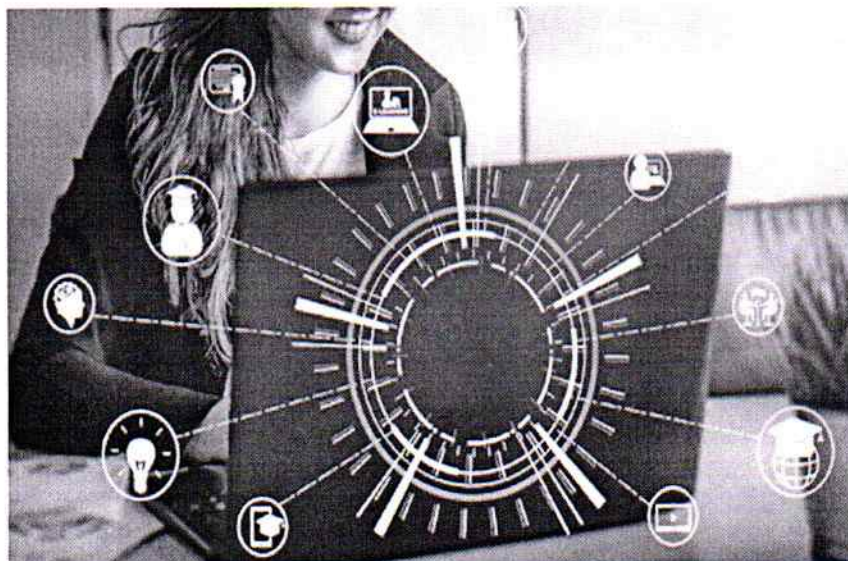
Principal
Purbasthali College
Parulia,Purba Bardhaman.

PURBASTHALI COLLEGE

ESTD: 2009

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

Affiliated to the University of Burdwan

ADD-ON COURSE

BASIC COMPUTER PROFICIENCY

DEPARTMENT OF LIBRARY

PURBASTHALI COLLEGE

Website: www.purbasthalicollege.com

ABOUT THE COLLEGE

Purbasthali College was established with the aspiration to provide best learning atmosphere to the students of this locality. This is the only degree college in this area. It is a Govt. aided college which is affiliated to the University of Burdwan. Presently, the college provides B.A. Honours and B.A. General Courses. The faculty members of the college are always ready to serve for better learning and all round development of the students. The office staffs are very efficient to meet up the various requirements. Besides regular teaching and learning activities, the students are encouraged to participate in the various cultural programmes. We endorse the students for indoor and outdoor games. The college infrastructure and facilities are continuously being renovated while new facilities

are introduced. The college has a well-qualified and dynamic faculty base who regularly upgrade themselves to enrich teaching-learning processes. In a fast changing academic environment the college is well poised to take on future challenges of higher education. The college is striving to maintain and sustain standards of teaching-learning, research and innovation which continue to guide curricular and co-curricular thrusts of the college.

INTRODUCTION TO THE COURSE

Add-on courses are supplementary programs that offer students the opportunity to enhance their knowledge and skills in specific areas of interest. The Department of Library, under the direction of Internal Quality Assurance Cell, Purbasthali College, provides the students of the college the opportunity to learn computer better and to gain confidence to use computer efficiently as part of "Basic Computer Proficiency Course". This course is designed to help students improve their computer skills, which has become an essential skill to learn in modern era irrespective of any profession. The course aims to equip students with the necessary pedagogy, both theoretical and practical, to effectively use computers in different settings, including academic, professional, and personal contexts. The course mainly focuses on developing students' abilities to use MS-WORD, Excel, Power Point, Mail accounts, Social Networks etc. which in turn will develop their interpersonal skills. This add-on course is an excellent opportunity for students to hone their computer skills, to gain a competitive advantage in the job market, and enhance their overall academic performance.

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.

COURSE DURATION

This course is designed for thirty (30) hours which will be completed within 3 months starting from March 16, 2023.

WHO THIS COURSE IS FOR

The Add-on course on Basic Computer Proficiency is designed for students who wish to enhance their ICT skills especially in academic and professional settings. The course is suitable for students who are pursuing undergraduate studies in any discipline and want to improve their proficiency in Computer. It is particularly useful for students who:

- ➢ Are not regular computer users and want to improve their computer skills to become at par with others;
- ➢ Want to improve their MS Word, Excel, Power point, Mailing and Social Networking skills in their academic and professional pursuits;
- ➢ Are preparing for competitive exams or job interviews, where proficiency in computer is a key requirement;

> Want to develop their information retrieval skills using internet and social media.

ELIGIBILITY

Candidates who have successfully completed the Higher Secondary Examination (10+2) and are currently enrolled in any Undergraduate course in any affiliated college under any university in any stream are eligible to apply for the course. The student should have a basic understanding of the English language. Participants must attend at least 75% of classes without which her/his participation may be terminated at any point in time.

INTAKE CAPACITY

Maximum Thirty (30) students can be accommodated at a time. Students who meet the admission requirements and submit their applications first will be given priority over those who apply later.

ADMISSION PROCEDURE

Admission to this course is open for all. Aspirants are instructed to apply in a prescribed form (available in the College Website and Office) along with requisite fees (Rupees fifty only). After scrutiny, the library department will select the candidates for this course and notify in the Library Notice Board.

ASSESSMENT MODALITIES

Only those students would be permitted to complete the course who possess minimum 75% attendance. After the completion of the course, participants will be assessed by a written examination, followed by a practical examination with viva-voce.

Total marks- 50.

Written examination marks- 20 || Practical & Viva - 30.

Pass Marks (in aggregate)- 20

AVAILABLE INFRASTURAL FACILITIES

The College has sufficient number of classrooms, smart classrooms, and adequate number of Computers/Laptops with internet connectivity required for the course.

Detailed Syllabus and Learning Outcome:

Sl. No.	Unit Name	Course Outline	Duration (Hours) Theory	Lab	Learning Outcome

1	Introduction to Computer	• Introduction
		• Objectives
		• Computer and Latest IT gadgets
		  o Computers & its applications
		  o IT gadgets and their applications
		• Basics of Hardware and Software
		  o Hardware
		    ▪ Central Processing Uni
		    ▪ Input devices
		    ▪ Output devices
		    ▪ Computer Memory & storage
		    ▪ Connecting Keyboard, Mouse,
			2	1	After completion of this unit, the students will be able to:
					
					• 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

		Monitor and Printer to CPU
		o Software
		   ▪ Application Software
		   ▪ Systems Software
		• Summary
					• Get familiar with various types of software used for computers.

2	**Introduction to Operating System**	• Introduction
		• Objectives
		• Operating System
		  o Operating systems for Desktop and Laptop
		  o Operating Systems for Mobile Phone and Tablets
		  o User Interface for Desktop and
		    ▪ Laptop
		    ▪ Task Bar
		    ▪ Icons & Shortcuts
		    ▪ Running an Application
		  o Operating System Simple Setting
		    ▪ Using Mouse
		    ▪ Changing System Date and Time
		    ▪ Changing Display Properties
		    ▪ To Add or Remove Program and Features
		• File and Folder Management
		  o Types of File Extensions
		• Summary
			2	2	After learning this chapter, candidate will:
					
					• 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.

3.	**Word Processing**	• Introduction
		• Objective
		• Word Processing Basics
		  o Opening Word Processing Package
		  o Title Bar, Menu Bar, Toolbars & Sidebar
		  o Creating a New Document
		• Opening and Closing Documents
		  o Opening Documents
		  o Save and Save As
		  o Closing Document
		  o Using The Help
		  o Page Setup
		  o Print Preview
			2	4	After completion of this chapter, candidate will have
					• Basic Knowledge of Word Processing, their usage, details of word processing screen.
					• Opening, saving and printing a document including pdf files.
					• Document creation, formatting of text, paragraph and whole document.
					Inserting Header and Footer on the document
					• Finding text on a word document and correcting spellings.
					• Able to insert and manipulate

		- o Printing of Documents - o PDF file and Saving a Document as PDF file • Text Creation and manipulation - o Document Creation - o Editing Text - o Text Selection - o Cut, Copy and Paste - o Font, Color, Style and Size - o selection - o Alignment of Text - o Undo & Redo - o AutoCorrect, Spelling & Grammar - o Find and Replace • Formatting the Text - o Paragraph Indentation - o Bullets and Numbering - o Change case - o Header & Footer • Table Manipulation - o Insert & Draw Table - o Changing cell width and height - o Alignment of Text in cell - o Delete / Insertion of Row, Column and Merging & Splitting of Cells - o Border and Shading • Shortcut Keys • Summary			tables, enhance table using borders and shading features.
4.	**Working with Spreadsheet**	• Introduction • Objectives • Elements of Spread Sheet - o Creating of Spread Sheet - o Concept of Cell Address [Row and Column] and selecting a Cell - o Entering Data [text, number, date] in Cells - o Page Setup - o Printing of sheet - o Saving Spread sheet - o Opening and Closing • Manipulation of Cells & Worksheet - o Modifying / Editing Cell Content - o Formatting Cell (Font, Alignment, Style) - o Cut, Copy, Paste & Paste Special - o Changing Cell Height and - o Width - o Inserting and Deleting	2	4	After completion of this chapter, candidate will have good hands-on practice on - Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet screen. - Opening, saving and printing a sheet. - Worksheet creation, inserting and editing data in cells. - Managing Cell heights and automatically filling the values using AutoFill - Inserting and deleting rows /columns. - Applying basic formulas and functions.

		Rows, Column
		    o AutoFill
		• Formulas, Functions and Charts
		    o Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division)
		    o AutoSum
		    o Functions (Sum, Count, MAX, MIN, AVERAGE)
		• Summary			

5.	**Creating Presentations**	• Introduction
		• Objectives
		• Creation of Presentation
		    o Creating a Presentation Using a Template
		    o Creating a Blank Presentation
		    o Inserting & Editing Text on Slides
		    o Inserting and Deleting Slides in a Presentation
		    o Saving a Presentation
		• Manipulating Slides
		    o Inserting Table
		    o Adding ClipArt Pictures
		    o Inserting Other Objects
		    o Resizing and Scaling an Object
		• Presentation of Slides
		    o Choosing a Set Up for Presentation
		    o Running a Slide Show
		    o Transition and Slide Timings
		    o Automating a Slide Show
		    o Printing Slides and Handouts
		• Summary
			2	3	After completion of this chapter, candidate will have good hands-on practice on
					• Basic Knowledge of presentations.
					• Opening/saving a presentation and printing of slides and handouts.
					• Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, formatting etc.
					• Running a slide show with various transitions.

6.	**Introduction to Network & Internet**	▪ Introduction
		▪ Objectives
		▪ Basic of Computer Networks
		    o Local Area Network (LAN)
		    o Wide Area Network (WAN)
		▪ Internet
		    o Concept of Internet & WWW
		    o Applications of Internet
		    o Website Address and URL
		    o ISP and Role of ISP
		    o Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering)
		    o Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)
		▪ Exploring the Internet
		    o Surfing the web
			1.5	1.5	After completion of this chapter, candidate will be able to:
					• Gather knowledge of various types of networks.
					• Get an overview of Internet, its applications and various browsers available to access the internet.
					• Connect to Internet using various modes of connections/ devices available.
					• Can search Information on the Internet on various topics.
					• Download and print web pages.

		○ Popular Search Engines ○ Searching on Internet ○ Downloading Web Pages ○ Printing Web Pages ▪ Summary			

7.	**E-mail, Social Networking and e-Governance Services**	▪ Introduction
		▪ Objectives
		▪ Structure of E-mail
		▪ Structure of E-mail
		▪ Using E-mails
		   • Opening Email account
		   • Mailbox: Inbox and Outbox
		   • Creating and Sending a new E-mail
		   • Replying to an E-mail message
		   • Forwarding an E-mail message
		
		▪ Social Networking & e-Commerce
		   ○ Facebook, Twitter, linkedIn, Instagram
		   ○ Instant Messaging (WhatsApp, Facebook Messenger, Telegram)
		   ○ Netiquettes
		   ○ Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS]
		▪ Accessing e-Governance Services on Mobile Using "UMANG APP"
		▪ Digital Locker
		▪ Summary
			2	3	After completion of this chapter, candidate will be able to:
					
					• 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 Materials:

Standard Textbooks and online resources.

COURSE COORDINATOR

Mr. Ashes Datta, Librarian, Purbasthali College

ADVISORY COMMITTEE

Dr. Bibhas Chandra Saha

Dr. Sukla Bhattacharyya

Mr. Anupam Das

Dr. Suchandra Neogi

Dr. Lipika Ghoshal

Dr.Soumya Mohan Ghosh

RESOURCE PERSONS

The course will be primarily taught by selected faculty members of the college. A tentative list of in-house faculty members includes –

Dr. Bibhas Chandra Saha

Dr. Soumya Mohan Ghosh

Dr. Ashes Datta

READING LIST

"Fundamentals of Computers" by V. Rajaraman and N. Anandabala, PHI, Sixth edition.

"Computer Fundamentals" by P.K. Sinha and Priti Sinha, BPB Pubication, Sixth edition.

"Introduction to Information Technology" by V. Rajaraman, PHI, Third edition.