

Shyampur Siddheswari Mahavidyalaya

Ajodhya • Howrah • Pin - 711312

(Affiliated to the University of Calcutta)
(Accredited by NAAC at the 'B' level)

President :

SRI KALIPADA MANDAL



Teacher-in-Charge & Secretary :

GOBINDA PRASAD BARMAN

Ref. No.

Date 8/8/2022

Department of Computer Science, Shyampur Siddheswari Mahavidyalaya will start a certificate course on "Computer skill development" for the session 2022-2023. The Details of the course are as follows:

Certificate Course: Computer Skill Development

Date of commencement: 23rd August 2022

Course Coordinators: Mridul Ghosh, Satabdi Khanra, Annapurna Roy

Course Duration: 30 Hours (August 2022- December 2022)

Maximum Capacity: 25 candidates

Registration fees: Rs.100/- (Rupees One Hundred Only)

Mode of payment: Deposit the fees to the cash counter, Shyampur Siddheswari Mahavidyalaya

Last Date of Registration: 22nd August 2022

Eligibility: All students of all Semesters (General/ Honours)

The candidates will be graded on the basis of the continuous assessment examination that will be held at the end of the course. After successful completion of the course, the candidates will receive the certificate.

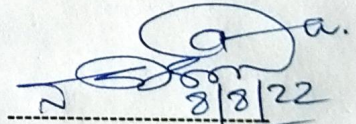
All the interested candidates are requested to submit the registration form along with the registration fees to the cash counter, Shyampur Siddheswari Mahavidyalaya, Ajodhya, Howrah, West Bengal-711312.

Enclosures:

Registration Form

Prospectus of the certificate course




8/8/22

(GOBINDA PRASAD BARMAN)

Teacher-in-Charge
Teacher In-Charge

SHYAMPUR SIDDHESWARI MAHAVIDYALAYA

REGISTRATION FORM
CERTIFICATE COURSE ON “COMPUTER SKILL DEVELOPMENT”
(SESSION 2022-2023)

Name (In Block Letter): _____

Category (GEN/OBC/SC/ST/Others): _____

Father's Name/Mother's name: _____

Course: _____

Semester: _____

Subject: _____

CU Roll No: _____

CU Registration No: _____

Aadhar No: _____

Email Id: _____

Mobile No.: _____

Address for Communication: _____

FOR OFFICE USE

Name: _____

Course: _____

Certificate Course Registration No.: _____

Certificate Course Roll No.: _____

-----has paid the fees of Rs. 100/-on-----

Signature of Cashier with Date



SHYAMPUR SIDDHESWARI MAHAVIDYALAYA

COMPUTER SKILL DEVELOPMENT

Department of Computer Science

Session: 2022-23

COURSE COORDINATORS:

MRIDUL GHOSH , SATABDI KHANRA , ANNAPURNA ROY

DETAILS

Lectures Per Week: 2 Lectures (1 Theory & 1 Practical)

Duration: 30 Hours (August 2022-December2022)

Instructors

Commencement Of Course: 23rd August 2022

Evaluation: Continuous Assessment & Final Exam

Final Examination: 2 Hours

Grades will be assigned according to the following scale:

Marks %	80-100	65-79	55-64	50-54	0-49
Grade	A	B	C	D	F

INTRODUCTION

The literal meaning of computer is a device that can calculate. However, modern computers can do a lot more than calculate. Computer is an electronic device that receives input, stores or processes the input as per user instructions and provides output in desired format.

This course provides information technology literacy and basic skills training for learners with limited or no experience. Course learning outcomes focus on skill development related to basic computer operations like word processor, spreadsheet, PowerPoint presentation and internet web browsing, etc. and also the basic knowledge about computer hardware.

COURSE OUTCOMES

This course aims at providing exposure to students in skill development towards basic office applications. Course After successful completion of the course, student will be able to:

- Demonstrate basic understanding of computer hardware and software.
- Apply skills and concepts for basic use of a computer.
- Identify appropriate tool of MS office to prepare basic documents, charts, spreadsheets and presentations.
- Create personal, academic and business documents using MS office.
- Create spreadsheets, charts and presentations. Analyze data using charts and spread sheets.

COURSE CONTENTS

❖ **Introduction to computer:** Definition, characteristics and basics application of computer system (CPU, VDU, keyboard and mouse, other I/O Devices, Computer memory, concepts of hardware and software.

❖ **Introduction to Windows :** Concept of GUI based O/S, Mouse operating, Explanation of This PC, Folder And Directories, Recycle bin, Taskbar, Desktop ,Start menu and Windows Explorer, creating and renaming a files and folders, opening and closing of different windows, wallpaper, Screen saver, setting sound and data & time, creating shortcuts, Notepad.

❖ **Elements of Word Processing:** Opening word processing package, Menu Bar, Tool bar, Status Bar, Save & Save As, Page Setup, Moving around the Document, Scrolling by line /paragraph, Fast Scrolling and Moving Pages, Formatting-

- Font Style, Font Size, Font Color, Text Highlight
- Bold, Italic, Underline,
- Super Script , Sub Script

Paragraph formatting

- Alignment of Text,
- Line Spacing, Indentation
- Page Boarder

Insert Shapes, WordArt, Equation, Symbol, Date&Time, Use of clip boards, Use of Header, Footer, DropCap, Ruler

Concept of Table-

- Draw Table, Row, Column, Cell,
- Table Properties,
- changing cell width & Height, Alignment of of Text in cell,
- Delete/Insertion of row and column,
- Colour and Border for Table,

Print documents-

- Print preview,
- Print current page, Selected page, and whole document, Use of Thesaurus, Use of Help Wizard.

❖ **Spread Sheet : Application and use of Electronic Spread Sheet, Addressing and manipulation of cells, change of height & width of cell, Use of basic Function /Formula in a cell , Creation of chart , Formatting-**

➤ **Conditional formatting**

➤ **sorting.**

❖ **Making small presentation: Opening a PowerPoint Presentation , Selection of different types of slide, Importing text from other document, Slide Designs, Footnote and Slide Numbering, Custom Animation , Slide show**

❖ **Electronic Mail and Internet:**

Introduction, advantages and disadvantages, User id, Pass word, e-mail addresses, message components, message composition, mailer features, E-mail inner workings, E-mail management, mailing lists, chat rooms. Internet Service Providers (ISPs), Internet address, standard address, domain name,. DNS, IP.v6., Modems.