



Kabi Jagadram Roy Government General Degree College

On NH 60, Gopalpur, Vill+P.O.- Mejia, Bankura 722143, West Bengal, India

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*Certificate Course
on*

Basic Computer Knowledge

Organized by

Department of Mathematics
(In collaboration with IQAC)
[October 10-22, 2022]



Are you ready to embark on an exciting journey into the world of computers? Join us for a comprehensive 30-hour certificate course designed to equip you with the fundamental skills and knowledge needed to navigate the digital landscape with confidence and proficiency.



Course Duration: 10.10.2022 to 22.10.2022 (30 hours).

Number of Credits: 2

Course Fee: NIL

❖ Patron:

▪ **Prof. Alope Kumar Das**
Officer-in-Charge

▪ **Dr. Asesh Kumar Maji**
IQAC Coordinator

❖ Resource Person:

❑ **Dr. Chinmay Das**, *Course Coordinator, Assistant Professor of Mathematics*

❑ **Prof. Biswajit Bera**, *Joint Course Coordinator, Assistant Professor of Mathematics*

❑ **Prof. MD Yasin Khan**, *Assistant Professor of Mathematics*

❖ Course Overview:

Are you ready to embark on an exciting journey into the world of computers? Join us for a comprehensive 30-hour certificate course designed to equip you with the fundamental skills and knowledge needed to navigate the digital landscape with confidence and proficiency.

❖ Course Objectives:

- *To introduce participants to the basic concepts of computing.*
- *To familiarize participants with essential software applications.*
- *To empower participants with practical skills for everyday computing tasks.*
- *To build confidence in using computers for personal and professional purposes.*

❖ Course Outcomes:

By the end of this course, participants will:

- *Understand the fundamental components and functions of a computer system.*
- *Gain proficiency in using common software applications such as Microsoft Word, Excel, and PowerPoint.*
- *Develop basic troubleshooting skills to resolve common computer issues.*
- *Navigate the internet safely and efficiently.*
- *Create and manage documents, spreadsheets, and presentations effectively.*

❖ Evaluation Process:

- *Continuous assessment through hands-on exercises and quizzes.*
- *Final project to demonstrate practical application of learned skills.*
- *Active participation and engagement in class activities.*

▪ Grading:

Marks Obtained (%)	80 & above	60-79	40-59	30-39	Less than 30
Grade	A+	A	B+	B	C

Course Content & Schedule

Week	Date	Title	Duration	Resource Person
Week 1	10.10.2022	<i>Introduction to Computers</i>	3 hrs	CD
	11.10.2022	<i>Understanding computer hardware and software</i>	3 hrs	CD
	12.10.2022	<i>Operating system basics</i>	3 hrs	CD
	13.10.2022	<i>Microsoft Office Essentials</i>	3 hrs	BB
	14.10.2022	<i>Word processing with Microsoft Word</i>	3 hrs	MYK
	15.10.2022	<i>Spreadsheet management with Microsoft Excel</i>	3 hrs	MYK
Week 2	17.10.2022	<i>Presentation Skills</i>	3 hrs	BB
	18.10.2022	<i>Creating dynamic presentations with Microsoft PowerPoint</i>	3 hrs	MYK
	19.10.2022	<i>Internet Basics and Beyond</i>	2 hrs	CD
	20.10.2022	<i>Navigating the web safely</i>	2hrs	CD
	21.10.2022	<i>Email etiquette and management</i>	2 hrs	CD
	22.10.2022	Evaluation/MCQ Test		



Enroll today and embark on your journey to computer literacy!