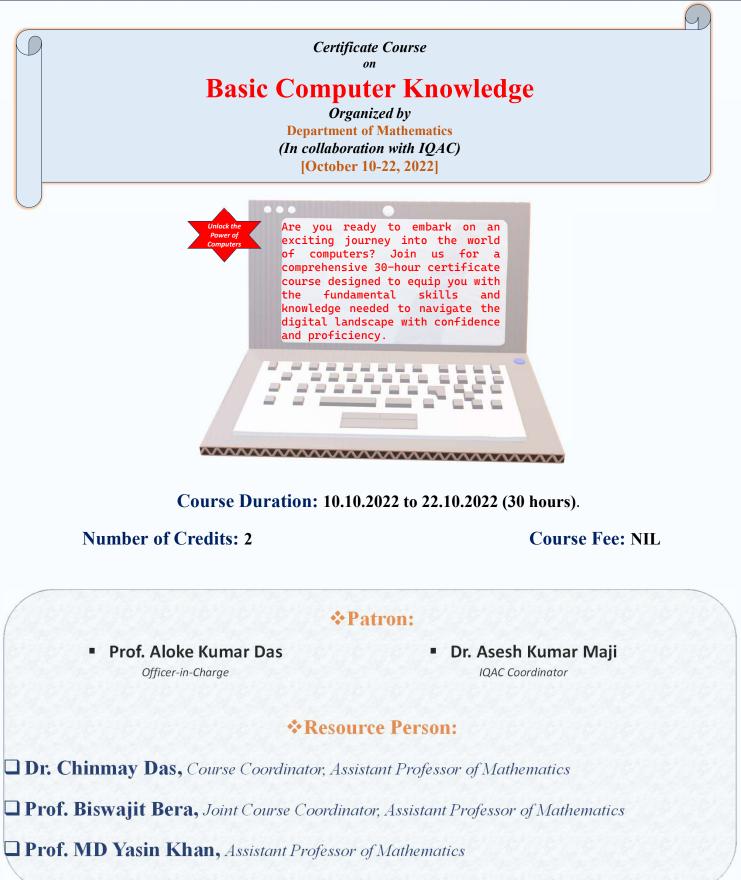






On NH 60, Gopalpur, Vill+P.O.- Mejia, Bankura 722143, West Bengal, India 03241-250250 | kjrggdcmejia@gmail.com | https://ggdcmejia.in



#### **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+	А	В+	В	С

# **Course Content & Schedule**

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



Enroll today and embark on your journey to computer literacy!