Certificate Course
on

Basic Computer Knowledge

Organized by
Department of Mathematics
(In collaboration with IQAC)
[May 13-29, 2024]
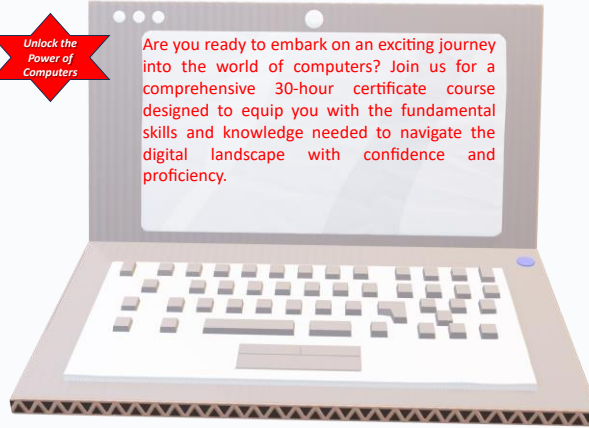
Unlock the Power of Computers

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: 13.05.2024 to 29.05.2024 (30 hours).

Intake Capacity: 25   **Course Fee:** NIL

❖Patron:

- **Prof. Aloke 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	13.05.2024	*Introduction to Computers*	3 hrs	CD
	14.05.2024	*Understanding computer hardware and software*	3 hrs	CD
	15.05.2024	*Operating system basics*	3 hrs	CD
	16.05.2024	*Microsoft Office Essentials*	3 hrs	BB
	17.05.2024	*Word processing with Microsoft Word*	3 hrs	MYK
	18.05.2024	*Spreadsheet management with Microsoft Excel*	3 hrs	MYK
Week 2	20.05.2024	*Presentation Skills*	3 hrs	BB
	21.05.2024	*Creating dynamic presentations with Microsoft PowerPoint*	3 hrs	MYK
	22.05.2024	*Internet Basics and Beyond*	2 hrs	CD
	23.05.2024	*Navigating the web safely*	2hrs	CD
	24. .05.2024	*Email etiquette and management*	2 hrs	CD
	29.05.2024	**Evaluation/MCQ Test**		

👉 *Enroll today and embark on your journey to computer literacy!*