

दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

Mobile No-+91-9076651662 Mail ID-crdpgcollege.gkp@gmail.com

Address: New Colony, Dewan Bazar Gorakhpur -273001



CHANDRAKANTIRAMAWATI DEVI ARYA MAHILA P.G. COLLEGE चन्द्रकान्ति रमावती देवी आर्य महिला पी.जी. कालेज

(Accredited by NAAC)

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CERTIFICATE COURSE

Course Duration 45 Days (45 hours) 01/12/2020-20/01/2021

NAME OF COURSE & BASIC COMPUTER APPLICATION

COURSE CODE & CCBCA2004

COURSE TYPE & CERTIFICATE COURSE

DR. Suman Singh

प्रातायाँ प्रातायाँ चन्द्रकान्ति रमावती देवी आर्य महिला पी० जी० कालैज,गोरखपुर

CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE चन्द्रकान्ति रमावती देवी आर्य महिला पी.जी. कालेज

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OBJECTIVE: -

In step with effort to achieve the objective of achieving computer literacy in an inclusive manner, CRDPG has launched a new Certificate Course, "Basic Computer Application (BCA)". The objective of the course is to impart basic level computer appreciation programme with more emphasis on hands on training. Initially, the course was conceived as to boost the concept of introducing a course on computer fundamentals, especially for students, studying vocational courses at ITIs/ITCs. However, the course has gained popularity amongst many more categories. Acquire confidence in using computer techniques available to users;

- Recognize the basic components of computers and terminology;
- Understand data, information and file management;
- Create documents using Word processor, Spreadsheet & Presentation Software:
- Understand computer networks, Internet;
- Browse the internet, content search, email and collaborate with peers;
- Use computer to improve existing skills and learn new skills.

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TIME TABLE A	ND FAULTY DETAILS
Timing – 01:00 PM	Place –Computer Lab
Theory Classes-	Mon, Tues, Wed
Practical Classes-	Thurs, Fri, Sat

Faulty Details:-

- 1. Mrs. Anjali Shukla
- 2. Mr. Shankar Thapa

प्राचार्या प्राचार्या चन्द्रकान्ति रमावती देवी आर्थ महिला पी० जी० कालैज,गोरखपुर



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Course Outcomes for Basic Computer Applications

1. Understanding Computer Fundamentals

 Students will demonstrate knowledge of basic computer components, including hardware and software, and understand their functions and interrelationships.

2. Proficiency in Word Processing

Students will be able to create, edit, format, and save documents using word processing software. They will also understand how to use features like tables, images, and headers/footers.

3. Spread sheet Skills

 Students will utilize spread sheet applications to create, format, and analyse data using functions and formulas. They will be able to generate charts and perform data visualization.

4. Presentation Design

 Students will design and deliver effective presentations using presentation software, incorporating multimedia elements, transitions, and consistent formatting.

5. Internet Literacy

 Students will demonstrate effective web navigation skills, understanding how to conduct research, evaluate sources for credibility, and utilize online communication tools.

6. Email and Communication Tools

 Students will learn to use email and other communication tools effectively, understanding etiquette, organization, and file sharing.

7. File Management

 Students will demonstrate the ability to manage files and folders, including organizing, naming, and saving files in different formats.

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Program Outcomes for Basic Computer Applications

1. Foundational Knowledge of Computing

Graduates will demonstrate an understanding of fundamental computer concepts, including hardware, software, and operating systems, and their applications in various contexts.

2. Word Processing Proficiency

 Graduates will be able to effectively create, edit, format, and manage documents using word processing software, applying advanced features like tables, styles, and mail merge.

3. Spreadsheet Competence

o Graduates will proficiently use spreadsheet software to organize, analyze, and visualize data. They will be skilled in using formulas, functions, and creating charts to represent information.

4. Presentation Skills

 Graduates will design and deliver engaging presentations using presentation software, incorporating multimedia elements and demonstrating effective communication techniques.

5. Internet and Research Skills

 Graduates will exhibit strong internet literacy, including the ability to conduct research, evaluate information sources for credibility, and use online tools for collaboration and communication.

6. Email and Digital Communication

o Graduates will effectively use email and other digital communication tools, demonstrating knowledge of etiquette, organization, and file sharing.

7. File Management and Organization

o Graduates will demonstrate competence in file management, including creating, organizing, and sharing files and folders across various platforms.

8. Basic Troubleshooting and Problem-Solving

 Graduates will develop the ability to troubleshoot common computer issues, including software problems, connectivity issues, and basic hardware maintenance.

9.

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ASSESMENT METHAD

1. Quizzes and Tests

- **Format:** Multiple choice, true/false, and short answer questions.
- Purpose: Assess foundational knowledge of computer concepts, terminology, and software applications.

2. Practical Assignments

- Word Processing Task: Create a formatted document (e.g., a resume) that includes text formatting, images, and a table.
- **Spreadsheet Task:** Develop a budget or data analysis spreadsheet with formulas, charts, and conditional formatting.
- **Presentation Task:** Design a PowerPoint presentation on a given topic with appropriate graphics and transitions.

Grading Criteria

- Knowledge and Understanding: Accuracy of answers in quizzes and tests.
- Application of Skills: Quality and completeness of practical tasks.
- Creativity and Presentation: Effectiveness of projects and presentations.
- Collaboration and Feedback: Participation in group work and peer assessments.

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Basic Computer Applications Syllabus

Course Topics

1. Introduction to Computers

- o Components of a computer
- Operating systems overview
- Basic computer terminology

2. Word Processing

- Document creation and formatting
- Inserting images and tables
- o Using styles and templates
- Mail merge basics

3. Spreadsheets

- Creating and formatting spreadsheets
- Formulas and functions (SUM, AVERAGE, etc.)
- Data visualization (charts and graphs)
- Basic data analysis techniques

4. Presentations

- Creating and formatting slides
- Incorporating multimedia elements
- o Slide transitions and animations
- Effective presentation techniques

5. Internet Skills

- Web navigation and search strategies
- Evaluating sources for credibility
- o Using online collaboration tools

6. Email and Digital Communication

- Email etiquette and organization
- Managing attachments and file sharing

7. File Management

- Creating and organizing folders
- o File naming conventions and formats
- Backing up data

8. Basic Troubleshooting

- o Common computer problems and solutions
- Basic maintenance tips

9. Cybersecurity Basics

- Safe browsing practices
- Password management
- Ethical use of technology

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ACTIVITY PICS



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दीवान बाजार, गोरखपुर



व्याख्यान पंजिका Lecture Register

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सत्र 2020-2021



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Principal
Chandrakanti Ramawati Desy
Arya Mahila P.G. College
Gorakhpur

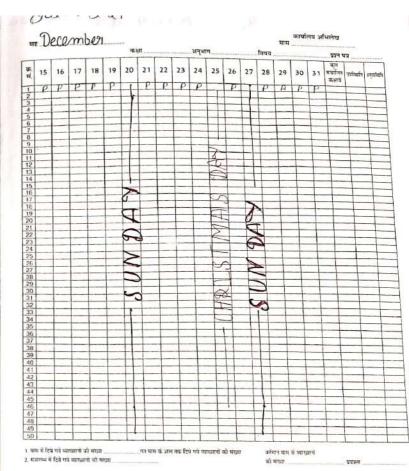
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Chandrakanti Ramawati Desa
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Gorakhpur

Basic Computer Application (CCBCA2304)

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Principal
Chandrakanti Ramawati Desy
Arya Mahila P.G. College
Gorakhpur

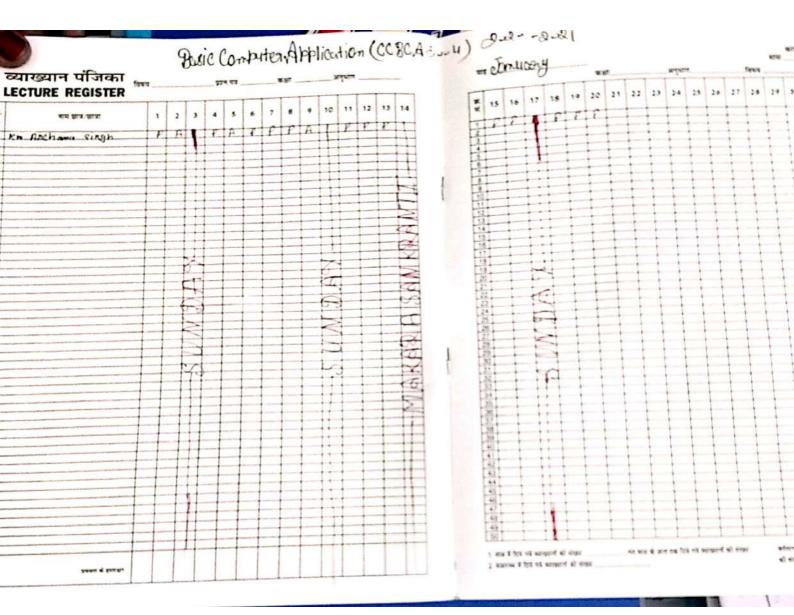
	व्याख्यान पंजिका LECTURE REGISTER	विषय.					प्रश्न	पन्न .			कक्षा		3	नुभाग .		**********	***
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1	to an Samuelt No	-	P	P	+	+-	0	75	p	A	P	P	-	P	70	P	-
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3	Km Somerte Kumeni		P	P			P	42	P	P	H	P		P	A	P	
4	Km Suchta Timent		B	P			P	B	P	P	8	P		P	P	P	
5	him Pura Chaudhari			P		1	91		P	P	20	A		1	P	A	1
6	Km Puja Chaudhalli Km Angali Kai	_	e	1		1	2	P	P	P	1	1		Y	P	P	
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8	New Chrova Rai	-	P		1	10		P	1	1	P	P	-	ľ	œ.	P	
9	Ism Manishe Paneley	-	5	1	1	1		P	P	A	P	0	4	P	P	P	-
10	him shout Tondey	-	-	5	-	-	6	A	P	P	I.	0	-	P	1	P	1
11	Kin Anamika Gilli		P	6	1	+	5	5	B	P	6	P	-	1	1	1	-
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13	Km Radhine Nichael	-1	0	P	+	+4	5	5	5	15	Po	1	+	6	6	10	<
14	Kin Rounding Gunta		P -	P	+	1	-	P	P	P	P	6	-	10	P	r	1
15	Kin Calani Gulata	1	5+		-	+4	,	P	P	P	P	P	-	1	P	1	X
16	Km Anungolha Singh	+1	0+	P	-	++	1	-	A	P	P	P	1	P	P	6	-
17:	km Dida Gubta	++	5+		+	+-	1	F	P	P	P		1	1	P	1	~
18	Km Ashna Hamae Z km Mariya Masmad	+6	+	P	>	4.8	0	-	0	P	P	P	-	P	6	H	-
9	Km Mariya Mascad	1	9	P	5		PI	F	P	P	P	P	7	P	10	1	3
20	Kin Perbika Shallma	10	21	P	_	- 1		P	P	6	B	35	V	P	1	1	-
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5	Km DIVIN GERTO	1	+	5	- 1	4	+:	7	r,	P	P	5	-	P	17	P	1
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Basic Computer Application (CCBCA224) 8-2-3001 - Tomboy 15 16 17 18 19 20 21 22 23 24 25 26 27 28 1. माम में दिये गये व्याख्यानों की संख्यागत मास के अन तक दिये गये व्याख्यानों की मंख्या

> Principal Chandrakanti Ramawati Des Arya Mahila P.G. College Gorakhpur

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