



CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE

चन्द्रकान्ति रमावती देवी आर्य महिला पी.जी. कालेज

(Accredited by NAAC)

दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

Mobile No-+91-9076651662

Mail ID- crdpgcollege.gkp@gmail.com

Address: New Colony, Dewan Bazar Gorakhpur -273001

(COMPUTER BASIC SKILL)

28/01/2019–15/03/2019



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NEW BATCH START FROM

BASIC COMPUTER SKILL

28 JAN 2019

COURSE DURATION - 45 DAYS

(30 hours)

BSS

**REGISTER
NOW**

PLACE-Chandrakanti Ramawati Devi Arya Mahila P.G College

Department-Computer Lab


Contact-7905374579

course code

VAC1902

Name of Course- Computer Basic Skill

Course Code :- VAC1902


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पी० जी० कालेज, गोरखपुर



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Objective of the Course

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common man or housewife to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

DURATION: 36 Hours. (Theory: 10 hrs + Practical: 22 hrs. + Tutorial: 04 hrs.) This course can also be offered as 06 days full time intensive course.

1. Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.
2. Operating Computer using GUI Based Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.
3. Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
4. Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
5. Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website
6. Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.
7. Making Small Presentation: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handout


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Outcomes:

1. Understanding of Computer Hardware and Software:

- Identify and describe the basic components of a computer (e.g., CPU, monitor, keyboard, mouse).
- Differentiate between hardware and software.
- Understand the functions of an operating system and basic software applications.

2. Proficiency in Using the Operating System:

- Navigate the operating system (Windows, macOS, or Linux) effectively.
- Perform basic file management tasks, including creating, renaming, moving, and deleting files and folders.
- Understand and utilize the control panel/settings to customize the computer environment.

3. Basic Word Processing Skills:

- Create, edit, format, and save documents using a word processing application (e.g., Microsoft Word, Google Docs).
- Insert tables, images, and hyperlinks into documents.
- Utilize basic text formatting options such as bold, italics, and bullet points.

4. Introduction to Spreadsheets:

- Create and format basic spreadsheets using software like Microsoft Excel or Google Sheets.
- Perform simple calculations using formulas.
- Create and interpret basic charts and graphs.

5. Internet and Email Usage:

- Understand how to browse the internet safely and effectively.
- Perform basic online searches and evaluate the credibility of websites.
- Create, send, receive, and manage emails using web-based or desktop email clients.

6. Cybersecurity Awareness:


- Recognize common security threats such as viruses, phishing, and malware.
- Understand the importance of strong passwords and data protection.
- Practice safe browsing habits and know how to avoid suspicious links and attachments.

7. Introduction to Presentation Software:

- Create and deliver basic presentations using software like Microsoft PowerPoint or Google Slides.
- Insert text, images, and transitions into slides.
- Understand the principles of effective presentation design.

8. Basic Troubleshooting:

- Identify and resolve common computer problems such as software crashes, slow performance, and connectivity issues.


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- Understand the basics of installing and uninstalling software.

Program Outcomes:

1. Digital Literacy Development:

- Graduates will demonstrate a fundamental understanding of digital literacy, enabling them to use computers effectively in everyday life and work environments.

2. Operational Proficiency:

- Graduates will be able to operate a personal computer, navigate operating systems, and manage files and folders with confidence.

3. Effective Communication Using Digital Tools:

- Graduates will utilize email and word processing software to communicate clearly and professionally in a digital environment.

4. Basic Data Management:

- Graduates will create, manipulate, and interpret data using spreadsheet applications, understanding the basic principles of data organization and analysis.

5. Safe and Ethical Use of Technology:

- Graduates will practice safe and ethical behavior online, including understanding cybersecurity fundamentals, protecting personal information, and recognizing the importance of digital responsibility.

6. Problem-Solving with Technology:

- Graduates will demonstrate the ability to troubleshoot common hardware and software issues, using critical thinking and problem-solving skills to resolve them.

7. Preparation for Advanced Learning:

- Graduates will be prepared for further study in more advanced computer courses, having built a solid foundation of basic computer skills.

8. Application of Technology in Various Contexts:


- Graduates will apply their computer skills in a variety of contexts, including personal, educational, and professional settings, effectively using technology to enhance productivity.

9. Enhanced Employability:

- Graduates will possess the essential computer skills required in most modern workplaces, increasing their employability and ability to perform job tasks that require basic technology use.

10. Empowerment Through Technology:

- Graduates will feel empowered to engage with technology, reducing the digital divide and increasing their confidence in using computers for various tasks.


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Application

To,

The Principal

Chandrakanti Ramavati Devi Arya Mahila P.G.College

Diwan Bazar, Gorakhpur


Subject – In Reference to the Approval of value Added course in Computer Basic Skill

Respected Madam,

It is Requested that the Department of Computer of the college wants to conduct a one month (thirty hours) value Added course on the subject of **course in Computer Basic Skill** from **28 Jan 2019 to 15 Mar 2019**.

Therefore, you are requested to please approve this course.

Thank you


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Attendance


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गोरखपुर



व्याख्यान पंजिका
Lecture Register

विषय: Computer Application प्रश्न पत्र: Basic of Computer App
कक्षा: B.A. Ist year (Semester-I) अनुभाग: _____
नाम प्रवक्ता: Shankar Tripathi
सत्र: 2024-25

Attendance Register


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