Ref. No. ....

Date: ....

Add-On Course Report

ICT Cell

Jibantala Rokeya Mahavidyalaya

JIBANTALA ROKEYA MAHAVIDYALAYA

Affiliated to University of Calcutta | ESTD.: 2007

P.O.- Mallickati, P.S.- Jibantala,
Pin- 743502, Dist.- Sourth 24 Parganas

www.jibantalarokeyamahavidyalaya.in
jmrokeya@gmail.com

Ref. No. ....   Date: ....

NOTICE

ICT Cell

ICT Cell Jibantala Rokeya Mahavidyalaya, Canning-II, South 24 Parganas is conducting an ADD-On Course on the topic **"Basics of computer Application"** from : 13.12.2019 - 16.01.2020.

Details of the course:-

- Total duration of the course is 30 hours
- Duration of the each theory class shall be for 2 hours and theory and practical class both for 4 hours.
- The mode of course is offline.
- The timings of the classes will be communicated later for the selected students.
- Students from any semester i.e can register for the course.
- Certificates will be given to the candidates on successful completion of the course.
- Admission is on the first come first serve basis and number of seats is limited.
- Co-ordinator - Amit Kumar Pandit - 9432858415 and Narayan Samanta - 8389064556
- Last date of Registration – 06.12.2019

Note:-For more information please communicate with our contact persons.

Course Co-ordinator

Amit Kumar Pandit, Assistant Professor and HOD, Department of Geography

Narayan Samanta , Assistant Professor and HOD, Department of Political Science

Bhattacharyya.
01/12/2019

....

Dr. Himadri Bhattacharyya

Principal

PRINCIPAL
JIBANTALA ROKEYA MAHAVIDYALAYA

Ref. No. ....

Date: ....

A Report on Add-On Course
Topic: Basics of computer Application

Details of the Course:

Duration: 30Hours(15 Days) 2Hours every day 15x2=30

Course Name: Basics of computer Application

Schedule: 13.12.2019 - 16.01.2020

Time: 2.00pm-4.00pm

Venue: Seminar Room, Jibantala Rokeya Mahavidyalaya

Last Date of Registration: 06/12/2019

Course Co-ordinator: Amit Kumar Pandit (Assistant Professor) and Narayan Samanta (Assistant Professor)

Contact Persons: Amit Kumar Pandit - 9432858415   and NarayanSamanta - 8389064556

Aims and Objectives of the Course:

- To enrich students with basic knowledge of computer.
- Acquire confidence in using computer techniques available to users.
- Recognize the basic components of computers and terminology.
- Understand data, information and file management.
- Understand computer networks and internet.
- Browse the internet, content search, email and collaborate with peers.

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Date: ....

<u>Syllabus:</u>

TOPIC: BASICS OF COMPUTER APPLICATION
Course Structure (2019-2020)

Syllabus	Theory/ Practical	Name Of Professors	Duration Of Classes	Number Of Classes
Importance and Application of Computer	Theory	Dr. Himadri Nath Saha (Invited Speaker)	2hours	1
Fundamentals of computer: Concept of Hardware and Software	Theory	HB	2hours	1
Operating System (Windows 10)	Theory	SHM	2hours	1
Windows (Paint,Notepad) Typing in English	Theory& Practical	SM+SHM	2+2hours	1
MSOffice(Word)	Theory& Practical	AKP+PM	2+2hours	1+1
MSOffice(Excel)	Theory& Practical	HB+SHM	2+2hours	1+1
MSOffice(PowerPoint)	Theory& Practical	AKP+NS	2+2hours	1+1
Internet Technology (Creation of PDF, Conversion of JPGto PDF Word to PDF and vice-versa)	Theory& Practical	AKP+SHM	2+2	1+1
Internet Technology(Web Browsing, Searching and Downloading of study materials)	Theory& Practical	SH+SHM	2+2hours	1+1
TOTAL			30hours	15

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Schedule of Class

Syllabus	Theory/ Practical	Name Of Professors	Date	Duration Of Classes	Number Of Classes	Time
Importance and Application of Computer	Theory	Himadri Nath Saha		2hours	1	12.30 – 2.30
Fundamentals of computer: Concept of Hardware and Software	Theory	HB		2hours	1	3.00-500
Operating System (Windows 10)	Theory	SHM		2hours	1	12.00-2.00
Windows (Paint,Notepad) Typing in English	Theory& Practical	SM+SHM		2+2hours	1	11.00-1.00 1.30-3.30
MSOffice(Word)	Theory& Practical	AKP+PM		2+2hours	1+1	11.30-1.30 2.00-4.00
MSOffice(Excel)	Theory& Practical	HB+SHM		2+2hours	1+1	12.00-2.00 2.30-4.30
MSOffice(PowerPoint)	Theory& Practical	AKP+NS		2+2hours	1+1	12.00-2.00 2.30-4.30
Internet Technology (Creation of PDF, Conversion of JPGto PDF Word to PDF and vice-versa)	Theory&P ractical	AKP+SHM		2+2hours	1+1	12.00-2.00 2.30-4.30
Internet Technology (Web Browsing, Searching and Downloading of study materials)	Theory&P ractical	SH+SHM		2+2hours	1+1	11.30-1.30 2.00-4.00
TOTAL				30hours	15	

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Course   Outcome

Upon completing this course, participants will be able to:

1. Understand the importance and application of computers in everyday life.

2. Identify the fundamental components of a computer system.

3. Operate a Windows-based computer system efficiently.

4. Utilize basic software applications like Paint, Notepad, MS Office Word, Excel, and PowerPoint.

5. Create and edit documents, spreadsheets, and presentations.

6. Understand file formats like PDF, JPG, and others.

7. Effectively browse the web, search for information, and download study materials.

Recommendations:

Continue offering the course as an add-on program**,** Increase the duration of the course to cover more advanced topics**,** Invite more industry experts for guest lectures

Conclusion: The Basics of Computer add-on course was a success, with participants gaining a comprehensive understanding of computer fundamentals and applications. We look forward to offering more courses in the future.

Assessment Results on Hands-on Practice

Multiple choice questions for the Basics of Computer course:

1. What is the primary function of a computer's CPU?
a) To store data
b) To input data
c) To process data
d) To output data
Answer: c) To process data
2. Which of the following is an example of an output device?
a) Keyboard
b) Mouse
c) Monitor
d) Scanner
Answer: c) Monitor

3. What is the term for a program or software that manages the computer's hardware and software resources?
a) Application software

b) Operating system
c) Utility software
d) Firmware
Answer: b) Operating system

4. Which of the following file formats is used for images?
a) .docx
b) .xlsx
c) .pdf
d) .jpg
Answer: d) .jpg

5. What is the term for the process of deleting unnecessary files and data from a computer's storage device?
a) Defragmentation
b) Disk formatting
c) Disk cleanup
d) Disk partitioning
Answer: c) Disk cleanup

6. Which of the following is an example of a web browser?
a) Microsoft Word
b) Google Chrome
c) Adobe Photoshop
d) Microsoft Excel
Answer: b) Google Chrome

7. What is the term for a computer network that spans a large geographic area?
a) LAN
b) WAN
c) MAN
d) WLAN
Answer: b) WAN

8. Which of the following is a type of malware?
a) Virus
b) Worm
c) Trojan horse
d) All of the above
Answer: d) All of the above

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Jibantala Rokeya Mahavidyalaya

TOPIC: BASICS OF COMPUTER APPLICATION

List of Students

Add on Course(2019-2020)

Sl.No	Name
1	Tamanna Midde
2	Anowara Sardar
3	Armina Khan
4	Sabana Sardar
5	Sahina Khatun
6	Jasimuddin Shaikh
7	Alok Das
8	Rakibul Sardar
9	Mosabbar Molla
10	Sahil Shaikh
11	Namaj Sarif Molla
12	Najmul Haque Molla
13	Khurshid Alam Piyada
14	Adwaitya Das
15	Tapas Raut
16	Pushpendu Paul

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Attendance Sheet

Prof. Himadri Nath Saha (Resource Person)
Topic- Importance and Application of
Computer

Ref. No. ....

Date: ....

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Regd. Under Section 2(f) & 12(B) of UGC Act1956

Add-On Course (Session: 2019-2020)

Certificate of Completion

This is to certify that Sri/Smt. *Admaitya Das* has successfully Completed the 3o Hours Add-On Course Entitled **"Basics of Computer Application"** organised by **ICT Cell, Jibantala Rokeya Mahavidyalaya** from 13th December ,2019 to 16th January,2020.at ICT Lab.

Amit Kumar Pandit
Course Co-ordinator
Jibantala Rokeya Mahavidyalaya

Narayan Samanta
Course Co-ordinator
Jibantala Rokeya Mahavidyalaya

Dr.Himadri Bhattacharyya
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Add-On Course (Session: 2019-2020)

Certificate of Completion

This is to certify that Sri/Smt. *Khurshid Alam Piyada* has successfully Completed the 3o Hours Add-On Course Entitled **"Basics of Computer Application"** organised by **ICT Cell, Jibantala Rokeya Mahavidyalaya** from 13th December ,2019 to 16th January,2020.at ICT Lab.

Amit Kumar Pandit
Course Co-ordinator
Jibantala Rokeya Mahavidyalaya

Narayan Samanta
Course Co-ordinator
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