

Certification course on
Computer Fundamentals and Basic application
Syllabus

Unit 1 (2 Periods): Fundamentals of computer: (HB)

Calculation vs computation, A brief history of computer, generations, computer components and their operating principles, software and hardware, binary numbers, Storage capacity: KB-MB-GB-TB

Unit 2 (2 Periods): Operating system and programming:(TR)

Evolution of OS, OS types: Proprietary and Nonproprietary, Programming concept, Different programming languages and software tools.

Unit 3 (2 Periods): Networking and Internet: (ADP)

Internet and intranet, WWW, LAN,MAN,WAN,protocols,ISP, emails, website, blog, e-business.

Unit 4 (4 Periods): Word: (SA)

Letter writing, Table creation, Building CV

Unit 5 (4 Periods): Presentation: (SA)

Creating attractive but simple presentations for various purpose, attaching images, hyperlinking other documents, including slides from other presentation.

Unit 6 (4 Periods): Spreadsheet: (ST)

Creating tables, Performing and automating basic calculations, using formulas, creating a balance sheet.

Unit 7 (2 Periods): Basic image processing tools: (DK)

Creating own passport sized photograph.

Unit 8 (2 Periods): Discussion and brief checking of assignments.

Unit 9 (2 Periods): MCQ examination and evaluation -Exams will be conducted batch-wise on machines.No hard copies are required.

Unit 10 (2 Periods): Doubt clearing interactive session and student certification.

Certification course on
Computer Fundamentals and Basic application
To be organized by

ICT CLUB, SURENDRANATH COLLEGE

Duration: total 10 Units; Each Unit will be maximum of four periods and minimum of two periods. Duration of each period is 45 minutes.

<All relevant assignments will be provided at the end of each Unit (from Unit #1 to Unit #7).

The students should show the solved assignments on Unit #8.>

Course Fee= Rs 300

Course Duration: 3months

Faculty wise unit distribution:

Faculty name	Designation	Unit	Topic
Himadri Bhattacharyya(HB)	Associate Prof.	1	Fundamentals of computer
Dhiman Karmakar (DK)	Assistant Prof.	7	Basic image processing tools
Tohida Rehman (TR)	Assistant Prof.	2	Operating system and programming
Arpita Das Poddar (ADP)	Guest Lecturer	3	Networking and Internet
Sudeshna Tripathy (ST)	Guest Lecturer	6	Spreadsheet
Sanjay Adak (SA)	Lab Assistant	4,5	Word, Presentation

Salary of Teachers
Rs. 200/- per Teacher per Class

Admission Form

SURENDRANATH COLLEGE
24/2 M. G. ROAD, KOLKATA-09

Affix your recent
Passport size
photograph here

Name of the Course : **COMPUTER AWARENESS & APPLICATION**

Form No: _____

Name of the Applicant : _____

Father's Name : _____

Address : _____

Post Office : _____

District : _____ Pin Code : _____

Contact Number: _____

Date of Birth : ____ / ____ / ____

Educational qualification:

Exam Passed	Year	Board / University	% of Marks obtained

If have any computer exposure, furnish details : _____

I do hereby declare that the particulars furnished above are true to the best of my knowledge & belief. I declare that I will abide by the rules of the .

Father's/ Husband's / Gurdian's Signature date place Applicant's Signature

SURENDRANATH COLLEGE
Computer Awarness & application course conducted by the **ICT, CLUB**

Form no. _____

Date: _____

Name of the Applicant : _____