EASTERN KARBI ANGLONG COLLEGE Sarihajan, Karbi Anglong, Assam



Key Indicator

1.2 - Academic Flexibility

Metric No. 1.2.2

Number of Add on /Certificate programs offered during the year

Three Month Certificate Course For the session 2022-23

REPORT ON BASIC COMPUTER COURSE

The second batch of three months Basic Computer Course has been started from 1st March, 2023.

Intake capacity:

30

Co-ordinator:

Dr. Tazmin Sultana, Assistant Professor, Department of

Mathematics, EKAC

Registration fee:

Rs. 300 (for EKAC Students), Rs. 500 (Outsider)

DURATION:

38 Hours. (Theory: 14 hrs + Practical: 19 hrs. + Tutorial: 05 hrs.)

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

Sl. No	TOPICS	THEORY (HRS)	PRACTICAL (HRS)	
1	Knowing computer	1	2	0
2	Operating Computer using GUI Based Operating System	2	2	0
3	MS Word	3	3	11
4	MS Excel	2	3	1
5	Power Point	2	3	1
6	Internet and Web	2	3	1
7	Browsers Communications and	2	3	1
	Collaboration Total	14	19	5

DETAIL SYLLABUS:

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. MS Word:

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. MS Excel:

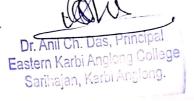
Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet

5. Power Point:

Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

6. Internet 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



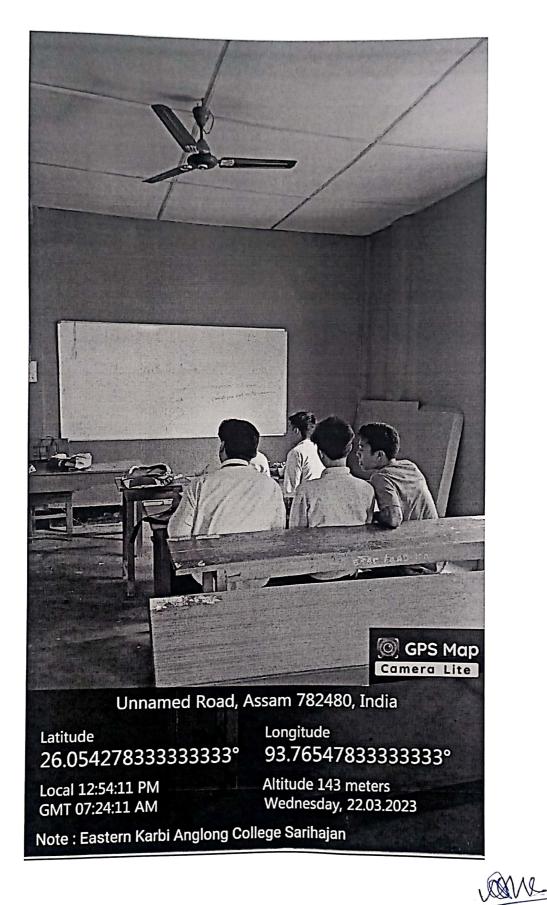
Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website

7. 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.

There are all total 24 students. The theory classes has been taken using the smart classes of the college. There were all total 35 hours of theory classes along with 20 hours of practical classes (each theory and practical classes were of two hours).

The final exam was attempted by 23 students and got the certificates for course completion.



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Basic Computer Course

Students Details

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Certificate of Completion Basic Computer Course BCC-02



This is to certify that Mr. /Ms So	on/daughter
ofhas successfully complete	d the Three
Months Basic Computer Course covering the subjects Fundam	nentals, MS
Windows, MS Word, MS Excel, MS PowerPoint, Internet and W	eb browser
conducted by Eastern Karbi Anglong College and secured G	rade at the
exit examination during the period March to May, 2023.	

Grades: A-90 to 100%, B-70 to 89%, C-69 to 50% D- Below 50%

Issuing Date 23/05/2023

Dr. Anil Ch. Das Principal, EKAC

Dr. Tazmin Sultana

Co-ordinator, BCC, EKAC

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Sample certificate

Eastern Karbi Anglong College Sarihajan, Karbi Anglong.

