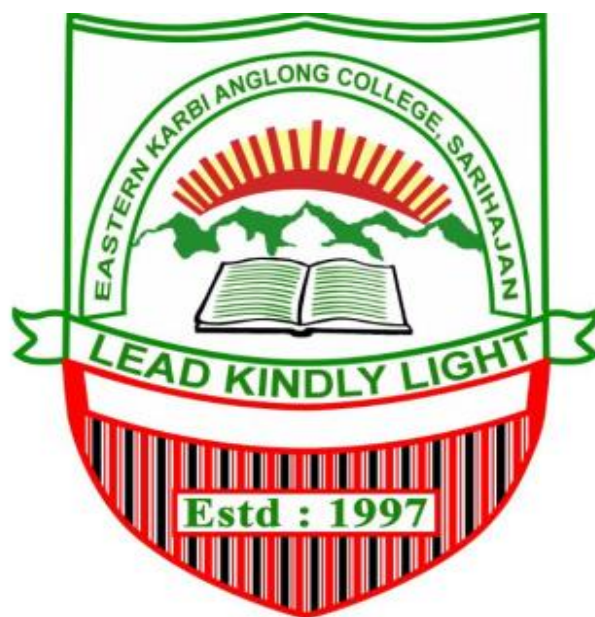


EASTERN KARBI ANGLONG COLLEGE

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)	TUTORIAL
1	Knowing computer	1	2	0
2	Operating Computer using GUI Based Operating System	2	2	0
3	MS Word	3	3	1
4	MS Excel	2	3	1
5	Power Point	2	3	1
6	Internet and Web Browsers	2	3	1
7	Communications and Collaboration	2	3	1
	Total	14	19	5


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Eastern Karbi Anglong College
Sarihajan, Karbi Anglong.

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


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

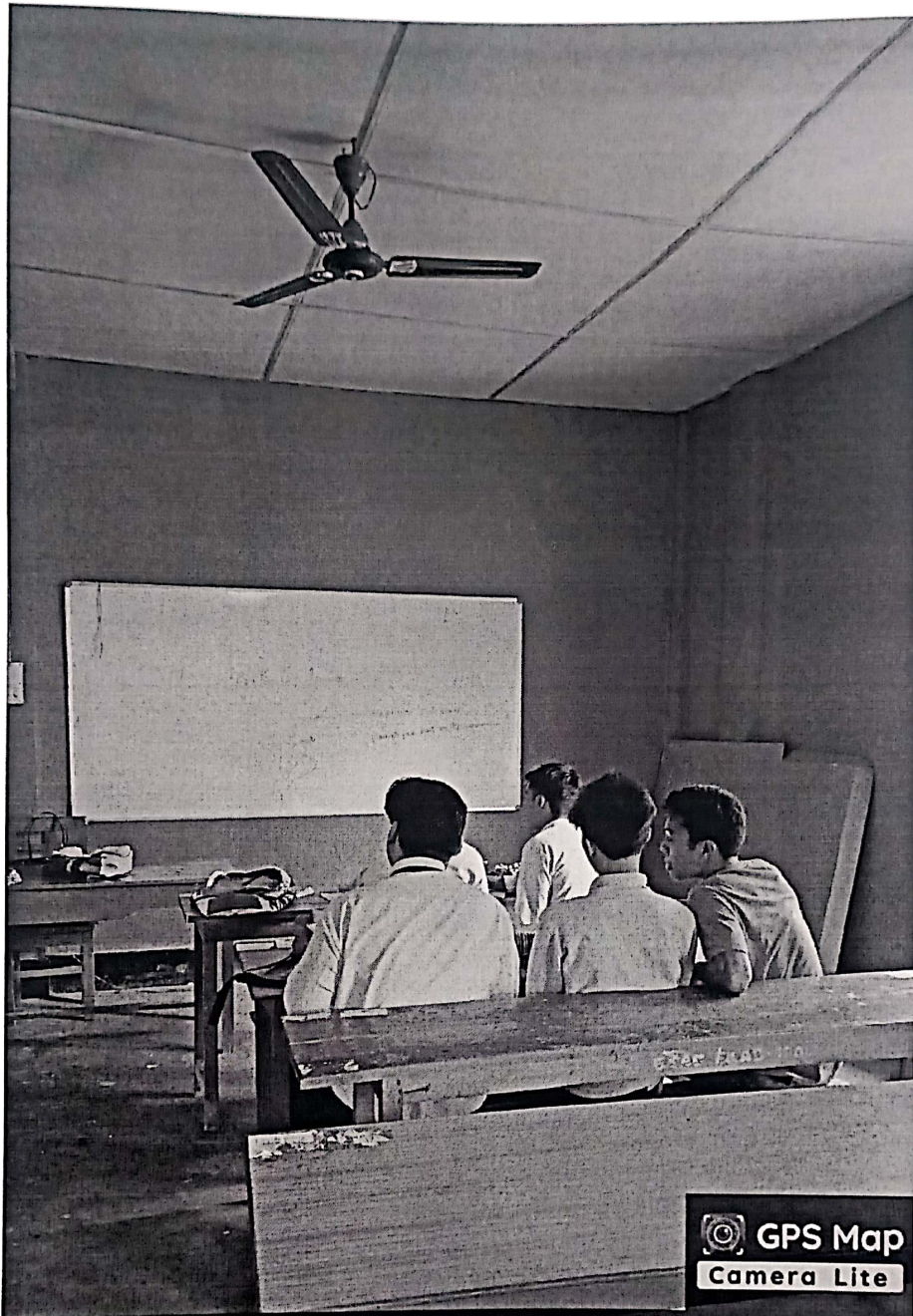
7. Communications and Collaboration :


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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Eastern Karbi Anglong College
Sarihajan, Karbi Anglong.



 **GPS Map**
Camera Lite

Unnamed Road, Assam 782480, India

Latitude
26.05427833333333°

Longitude
93.76547833333333°

Local 12:54:11 PM
GMT 07:24:11 AM

Altitude 143 meters
Wednesday, 22.03.2023

Note : Eastern Karbi Anglong College Sarihajan



Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong.



Basic Computer Course

Students Details

Sl.No	Name	Email	Ph.No
1.			
2.	Makjina		
3.	Pritya Devi	CharuPritya10@gmail.com	6901073330
4.	Satish hon	Chinghonbey@gmail.com	9395534198
5.	Manjita		
6.	Kabita		
7.	Bidya Singh		
8.	Mitlong		
9.			
10.	Anil Engti	anilengti@gmail.com	9101927325
11.	Mindar Bey	MindarBey621@gmail.com	7002145563
12.	Azat Terang	AzatTerang61@gmail.com	8138770283
13.	Mitlong Terang	mitlongterang274@gmail.com	6003578325
14.	Senali Ingtipi	Senalinatip41@gmail.com	6900750864
15.	Joyabati Devi	JoyabatiDevi@gmail.com	7099813100
16.	Gita Behera	gita behera 94@gmail.com	7099823215
17.	Teog killing	killingteog@gmail.com	9678603945
18.			
19.	Arshem Teron	Arshem ^{Arshem} teron7@gmail.com	9101826530
20.	Nazarious Soreng	NazariousSoreng@gmail.com	9365834647
21.	Pehit Hessa	hessapehit@gmail.com	87218211 9387775205
22.	Indrajit Singh	indrajit Singh055@gmail.com	9394568508
23.			
24.			
25.			
26.			
27.			
28.			
29.			


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 Eastern Karbi Anglong College
 Sarihajan, Karbi Anglong.



Certificate of Completion
Basic Computer Course
BCC-02



This is to certify that Mr. /Ms. Son/daughter of.....has successfully completed the Three Months Basic Computer Course covering the subjects Fundamentals, MS Windows, MS Word, MS Excel, MS PowerPoint, Internet and Web browser conducted by Eastern Karbi Anglong College and secured Grade 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

Sample certificate


Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong.