CHANDIDAS MAHAVIDYALAYA

ADD-ON COURSE

On

COMPUTER LITERACY

SESSION: 2019-20

COURSE-PRELUDE:

In step with effort to achieve the objective of acquiring computer literacy in an inclusive manner, Chandidas Mahavidyalaya has launched a new certificate course on "Computer Literacy".

This basic computer skills course will provide you with an understanding of the most popular, current technologies used at home and in the workplace. You will become computer literate in this hands-on course while you learn to access, create, save and manage documents, spreadsheets and emails and use the Internet effectively. We demystify terminology and impart best practice skills for productive and secure use of hardware and software.

OBJECTIVES:

- ❖ Acquire confidence in using computers in professional and General Life
- ❖ Will be able to identify the basic components of computers and terminology
- ❖ In depth knowledge about Software packages and Hardware
- ❖ Understand file management;
- ❖ Create documents using word processor, spreadsheet & presentation software
- ❖ Understand computer networks, and browse the internet, content search, email and collaborate with peers
- ❖ Use e-Governance applications; and use computer to improve existing skills and learn new skills
- ❖ Understanding Social Networking platform
- ❖ Using internet to gather digital resource

DURATION:

This course is designed for 30 lecture hours. It will be rounded off within 3 months.

ELIGIBILITY:

Candidates who have successfully completed the Higher Secondary Examination (10+2) and are currently enrolled as graduate students in any affiliated college under any university in any stream are eligible to apply for the course.

HOW TO APPLY:

The newly admitted 1st Semester students are eligible to apply for the course. They can collect the application form from the college office/course coordinator and submit the filled form at the same place. If a large number of students have applied then top 100 students will be selected based on Higher Secondary marks.

K. Mandal
Course Co-ordinator
Computer Literacy
Chandidas Mahavidyalaya
Khujutipara, Birbhum

Allocation of Total Course Hours:

S.L. No.	Chapters	Theory Hours	Practical Hours
1.	Knowing Computer	1	1
2.	Introduction to Windows	1	2
	• MS Word Processing	2	4
	• Spreadsheet Software	1	3
	• Presentation Software	1	1
	• Making Small Presentation	1	1
3.	Internet Usage	2	6
	Total Lecture Hours (09 + 18 = 27)	**09**	**18**
	Inauguration Session at the beginning of the course	**01**	
	Assessment/Exam and Validation	**02**	
	Total Course Hours	**27+03 = 30**	

No. of Seats:

The course will have an intake capacity of 100 candidates.

Available Infrastructural Facilities:

College has a sufficient number of classrooms. A well-equipped and well-furnished computer laboratory having more than 20 computers, smart classrooms and a large auditorium with all modern teaching tools are also available.

TIME TABLE/PROGRAM SCHEDULE:

No. of Class	Tentative Dates	Respective Teachers	Topics
1.	02-09-2019	Prof. Kironmoy Mandal	Inauguration session chaired by principal Dr. Sk Ataur Rahaman & IQAC coordinator
2.	06-09-2019	Prof. Kironmoy Mandal	Knowing Computer
3.	11-09-2019	Prof. Kironmoy Mandal	Hand on Practice on Computer
4.	13-09-2019	Dr. Sudip Nr. Maitra	Introduction to Windows
5.	16-09-2019	Prof. Kironmoy Mandal	Hand on Practice on Windows
6.	18-09-2019	Dr. Sudip Nr. Maitra	Hand on Practice on Windows
7.	21-09-2019	Dr. Kaustav Mukherjee	MS Word Processing
8.	24-09-2019	Dr. Kaustav Mukherjee	Hand on Practice on Word
9.	27-09-2019	Prof. Kironmoy Mandal	MS Word Processing
10.	17-10-2019	Prof. Kironmoy Mandal	Hand on Practice on Word
11	19-10-2019	Prof. Abhinanda Chakraborty	Hand on Practice on Word

12.	21-10-2019	Prof. Abhinanda Chakraborty	Hand on Practice on Word
13.	23-10-2019	Dr. Sudip Narayan Maitra	Spreadsheet Software
14.	25-10-2019	Dr. Sudip Narayan Maitra	Hand on Practice on Spreadsheet
15.	31-10-2019	Prof. Tapas Kumar Mondal	Hand on Practice on Spreadsheet
16.	04-11-2019	Prof. Tapas Kumar Mondal	Hand on Practice on Spreadsheet
17.	06-11-2019	Dr. Subhas Singha Roy	Presentation Software
18.	08-11-2019	Dr. Subhas Singha Roy	Hand on Practice on Presentation
19.	11-11-2019	Prof. Abhinanda Chakraborty	Making Small Presentation
20.	16-11-2019	Prof. Abhinanda Chakraborty	Hand on Practice on Presentation
21.	19-11-2019	Dr. Sayantan Banerjee	Theory about Internet Usage
22.	22-11-2019	Dr. Anup Kumar Rano	Theory about Internet Usage
23.	25-11-2019	Dr. Sayantan Banerjee	Hand on Practice on Internet
24.	27-11-2019	Prof. Kironmoy Mandal	Hand on Practice on Internet
25.	30-11-2019	Dr. Sayantan Banerjee	Hand on Practice on Internet
26.	06-12-2019	Dr. Anup Kumar Rano	Hand on Practice on Internet
27.	09-12-2019	Dr. Sayantan Banerjee	Hand on Practice on Internet
28.	14-12-2019	Prof. Kironmoy Mandal	Hand on Practice on Internet
29.	18-12-2019	Prof. Kironmoy Mandal	Assessment/Examination
30.	21-12-2019	Prof. Kironmoy Mandal	Course Validation chaired by Principal and IQAC coordinator

Course Coordinator:

Prof. Kironmoy Mandal, Assistant Professor, Department of Physics, Chandidas Mahavidyalaya

Advisory Committee:

- Chairperson – Dr. Sk. Ataur Rahaman, Principal

Members:

- Dr. Subhas Singha Roy- Coordinator, IQAC
- Dr. Sudip Narayan Maitra, Associate Professor of History
- Dr. Kaustav Mukherjee - Secretary, Teachers' Council
- Dr. Sayantan Banerjee, Department of Zoology
- Prof. Tapas Kumar Mondal, Department of Commerce
- Prof. Abhinanda Chakraborty, Department of English
- Prof. Koushik Roy, Department of Sanskrit.

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Resource Persons:

The 'Computer Literacy' certificate course will be executed by selected faculty members from different departments of our college. Moreover, experts and scholars in this field from other reputed institutions will also be invited. A tentative list of in-house faculty members includes –

- Prof. Kironmoy Mandal, Assistant Professor of Physic (Course Coordinator)
- Dr. Sudip Narayan Maitra, Associate Professor of History
- Dr. Sayantan Banerjee, Assistant Professor of Zoology
- Dr. Anup Kumar Rano, Assistant Professor of Sanskrit
- Prof. Tapas Kumar Mondal, SACT of Commerce
- Dr. Kaustav Mukherjee, Assistant Professor of Geography
- Prof. Abhinanda Chakraborty, Assistant Professor of English

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Signature of
Course Coordinator
Computer Literacy

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