RISHI BANKIM CHANDRA COLLEGE FOR WOMEN

East Kanthal Para, Naihati, North 24 Parganas, Pin – 743165, West Bengal

Add-on Certificate Courses

on

"Basic ICT and Computer Application"

Organised by

Department of Education, Rishi Bankim Chandra College For Women, East Kanthal Para, Naihati, North 24 Parganas, Pin – 743165, West Bengal. Phone No. : 033-25801905 / 9163481261, E-mail : rbccwomen@gmail.com

Course Details:

I. Objectives of the Courses: This Add-On Certificate Courses on 'Basic ICT and Computer Application' is going to be organised by the Department of Education of Rishi Bankim Chandra College For Women with the following aims :

a) To enhance and enrich the students learning experience in the College and to bring about a more holistic approach to learning.

b) To cultivate and develop the necessary skills for various vocations and careers.

c) To allow students to go beyond their curriculum and facilitate them to extend their interest level in each area.

d) To give students a platform to experience competitive environment through real time projects and assignments.

e) To know about the basic information and communication technology.

f) To prepare and equip students to effectively utilize basic hardware and software technologies in planning, installing, customizing, operating, managing and maintaining information technology infrastructure.

II. Eligibility of Enrolment of the Certificate Courses: Students studying in Hons. Courses of this College preferably students of 6th Semester may enrol themselves for the courses.

III. Intake of the Certificate Courses: As this course requires the Computer Lab. and other ICT materials, maximum 15 (fifteen) students may be allotted to this Course.

IV. Duration of the Courses: The duration of the Courses is 03 months comprising 60 Hours of Theory Classes and 30 Hours of Practical Classes.

V. Class Details: Minimum 75% attendance is required for this Certificate Course. The Classes will be accommodated beyond the regular class hours.

VI. Mode of Instruction : Blended mode that combines online educational materials and opportunities for interaction of online with physical Lab-based classroom methods has been planned as an instructional delivery system for this Course.

VI. Mentor of the Course : Principal of this College is the Mentor of this Certificate Course.
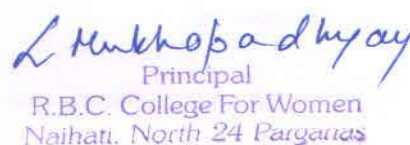
VII. Course Coordinator: H.O.D., Department of Education of this College is the Course Coordinator of this Certificate Course.

VIII. Course Fee: There is no Course Fee for this Certificate Course. It is free of cost.

IX. Certificate: After completion of this course, Certificates will be issued to the successful candidates. To get the certificate, the students will have to perform all the formalities i.e. 75% attendances in classes, Completion of Assignments, Performance in Practical Classes and Examination and Obtaining the certain qualifying marks in examinations conducted.

X. Evaluation: At the end of the Courses, an examination will be held. 100 marks on Theory and 100 marks on Practical, thus in total the examination will be held on 200 marks. To qualify the examination, students will have to secure 40 % marks.

XI. Contact Details: Dr. Jagabandhu Behera, Department of Education, Rishi Bankim Chandra College For Women, Mobile No.-7980095856

L Mukhopadhyay
Principal
R.B.C. College For Women
Naihati. North 24 Parganas

(Dr. Lana Mukhopadhyay)
Principal
Rishi Bankim Chandra College For Women

Details of Course Content

Title of the Course: Basic ICT and Computer Application

Unit 1: Computer and its components

a. Opening and shutting down of computer:

- Outlook of Desktop & Laptop
- Different parts of computer

- Different Cables to join the ports
- Power switch of UPS, CPU, & Monitor
- Steps to opening & shutting down the Computer.

b. Identification of different components of a computer:

- Basic introduction of computer
- Classification
- Different components
- Input devices and Output devices
- Storage devices – Bit & Byte Concept – Data Transfer devices (Bluetooth & Wi-Fi).

Unit 2: DTP Operation.

a) Typing words: Creating new file – Typing – Opening & Saving the file – Copy, Cut & Paste.
b) Font : Names – Sizes – Styles (Bold, Italic & Underline).
c) Paragraph: Align Text (Left, Right, Centre, Justifying) – Line Spacing – Bullets formation –
d) Numbering.
e) Page Set Up: Margins – Orientation – Sizes – Columns.
f) Insert: Tables (Drawing, Erasing, & Formatting) – Page Numbering – Adding Pictures & Symbols.
g) Printing: Print Set Up – Landscape & Portrait – Page Range – Zooming – Copies.

Unit 3: Excel Operation.

a) Introduction: Basic ideas of Data Sheets & Cells – Data Typing – Opening & Saving the file –
b) Designing.
c) Data Editing: Sort – Filter – Insert – Functions (Sum, Average, Count, Maximum, Minimum, Mean,
d) Standard Deviation, & Correlation).
e) Charts &Graphs (2D & 3D Modes): Column – Line – Pie – Bar – Area – Scatter.

Unit 4: Oral Presentation with PPT

a) Play Slide Show (at least 5 Slide for maximum 5 minutes presentation) from any Survey/Case study/Experiment or any relevant contemporary topic.
b) Interaction (at least 2 minutes) on the above topic.
c) The report of PPT presentation (within 500 words) should be based on following steps –
   1) Title, 2) Objectives, 3) Date of presentation, 4) Description of study, 5) Interpretation, 6) Comments

Unit 5: Internet: Web Browser

a) Uses of internet
b) Requirements to connect internet
c) Internet terms
d) Microsoft Edge
e) Search Engines

Unit 6: Features of File Management

a) File/Folder
b) Organising File/Folder

c) Creating a New File/Folder
d) Selecting a File/Folder
e) Copying and Moving a File/Folder
f) Renaming a File/Folder
g) Deleting a File/Folder
h) Restoring a Deleted File/Folder

Selected References:

- Aggarwal, J.C. (2002), Essentials of Educational Technology, Vikash Publishing House Pvt. Ltd. New Delhi-110032.
- Chattaraj, S.P, (2005); Siksha Prajuktividya, Cental Library, Kolkata.
- Mangal & Mangal, (2009); Essential of Educational Technology, PHI Learning Pvt. Ltd, New Delhi.
- Mishra, A. K. (2012); Introduction to Computer System , S.K. Kataria & Sons, New Delhi.
- Pandey, V.K. & Dey, D.K. (2022) Understanding Computer Studies Class, Arya Publishing Company, New Delhi.
- Rao, U. (2005); Educational Technology, Himalaya Publishing House, Mumbai.
- Sen, M.K. (2010); SikshaPrajuktiBijnan, Soma Book Agency, Kolkata.
- Sharma, Y.K. (2010); Fundamental Aspect of Educational Technology, Kanishka Publishers, New Delhi.
- Sinha, P.K. (2010); Computer Fundamentals, BPB Publications, Kolkata.

(Dr. Lana Mukhopadhyay)
Principal
Rishi Bankim Chandra College For Women

RISHI BANKIM CHANDRA COLLEGE FOR WOMEN

East Kanthal Para, Naihati, North 24 Parganas, Pin – 743165, West Bengal

Date: 20/03/2023

Notice

It is hereby notified that, the Department of Education of this College is going to organise an Add-on Certificate Course on "Basic ICT and Computer Application". The interested Students of this college are asked to apply for this Course within 10 days from the date of notification. The students have to apply online for enrolment to the Course through the given below link:

Link for Application:

https://forms.gle/dBztfbcDww9T2K3V9

(Dr. Lana Mukhopadhyay)
Principal
Rishi Bankim Chandra College For Women