

Department of Information Technology
Certificate Course in “Basics of Computer Applications”

Course Title : Certificate Course in “Basics of Computer Applications”

Duration : 30 Hours (02 credits)

No. of Seats: 30

Registration: Students have to fill in the Google Form and submit their details

Criterion of Selection: First Come First Serve basis

Teaching Methodology : Lectures and hands-on practical sessions

Audience : B.A. Semester I/II

Dates : 14th January 2025 to 18th February 2025

Course Fee : Free for Students

Course Objectives:

1. To introduce students to the fundamental concepts of computers, including hardware, software, and basic operations.
2. To develop proficiency in using essential office productivity tools such as MS Word, MS Excel, and MS PowerPoint.
3. To enhance students' ability to analyze and manage data effectively using spreadsheets and data visualization techniques.
4. To equip students with knowledge of internet usage, email communication, and cybersecurity best practices.
5. To provide hands-on experience through practical sessions and real-world applications of IT tools for academic and professional use.

Course Outcomes:

After completing this course, students will be able to:

1. Understand and explain the fundamental components of a computer system, including hardware and software.
2. Create and edit professional documents using MS Word, applying formatting techniques and advanced features such as mail merge.
3. Utilize MS Excel to organize, analyze, and visualize data effectively using formulas, charts, and pivot tables.
4. Design professional presentations in MS PowerPoint with appropriate layouts, animations, and transitions.
5. Navigate the internet efficiently, manage email communications, and implement cybersecurity measures for safe online practices.
6. Manage files and folders effectively, utilize cloud storage services, and collaborate using online productivity tools.
7. Apply knowledge through hands-on exercises and mini-projects, demonstrating practical proficiency in essential IT applications.

Assessment:

A short test is to be conducted to assess the application of the knowledge imparted and certificates are given at the end of the course.