Computer Literacy Program

Organized by
Department of Computer Science,
Kalyani Mahavidyalaya

Date: 12.06.2023

Venue: Kalyani Mahavidyalaya

Overview: The Department of Computer Science at Kalyani Mahavidyalaya conducted a Computer Literacy Program designed to bridge language barriers and enhance digital skills among students from diverse communities and mediums of instruction. This program was open to both Honours and Program course students.

Objectives:

1. **Language Bridging:** Address the challenges faced by students from different linguistic backgrounds and mediums of teaching.
2. **Digital Skills Enhancement:** Provide foundational computer skills necessary for academic and professional success.

Program Details:

- **Duration:** One day
- **Participants:** Open to all Honours and Program course students.
- **Content Covered:**
    o Basic computer operations and software applications
    o Introduction to programming concepts
    o Internet usage and online research skills
    o Effective communication and documentation using digital tools
    o **Methodology:**

- **Interactive Sessions:** Hands-on training sessions to ensure practical understanding.
- **Multilingual Support:** Instruction and materials were provided in multiple languages to cater to students' diverse needs.
- **Workshops and Seminars:** Focused on real-world applications of computer skills.

Outcomes:

- **Increased Competency:** Students demonstrated improved proficiency in basic computer operations and digital tools.
- **Enhanced Communication:** Participants reported better ability to access and process information across different languages.

Conclusion: The Computer Literacy Program successfully met its objectives of reducing language barriers and improving digital skills among Kalyani Mahavidyalaya students. The inclusive approach and practical training facilitated greater participation and skill acquisition, contributing to students' overall academic and professional development.

Recommendations:

- **Expand Coverage:** Include more advanced topics and practical applications in future sessions.
- **Ongoing Support:** Provide additional resources and support for continued learning and skill enhancement.

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Department of Computer Science

Course Title: Computer Literacy Program

Course Objective:

Focal theme of this course is to help the students to enrich the role of computer in daily life. In this era of scarcity of jobs they can join different sectors and companies with some knowledge of computer.

This course has been designed in such a manner to develop confidence among the students to face all kind computer based office works. Tools like, MS word, spreadsheet, power point presentation, have been included in this course.

Duration of the Course: 30 Hours

Span of the Course: One Month. (12/06/2023 to 30/06/2023)

Course structure: The course is in blended mode, consisting of 30 hrs.

The course is divided into 15 credits (1 credit = 2 hours). The students must acquire at least 12 credits in-order to get the certificate.

Eligibility: B.A and B.Com (Honours and General students)

Course Fee: Free

Last date of application: 31st May 2023

Application Link: https://forms.gle/jJdmJ56CcLRtCux7

Number of Seats: 1000

Certification: The candidates successfully completing the course will be awarded a certificate of completion.

Course Structure:

Sl. No.	Modules	Course Outline	Required Hours	Credits
1	Module-01	Fundamentals of Computer Science	10 Hours	5
2	Module-02	Office Automation- MS WORD	6 Hours	3
3	Module-03	Office Automation- MS EXCEL	8 Hours	4
4	Module-04	Office Automation- PPT	6 Hours	3

Module-01: Fundamentals of Computer Science

- Introduction to Computer and Problem Solving
- Hardware and Software
- Generations of Computer
- Number System and Codes
- Boolean Algebra
- Introduction to Database Management System
- Computer Networks and Internet
- Information Technology and Laws

Module-02: Office Automation- MS WORD

- Introduction, Starting Word, working with word documents, working with text
- Working with tables checking spelling and grammar
- Adding graphs to the document, header and footers, page numbers, protect the document, working with formatting tools
- mail merge

Module-03: Office Automation- MS EXCEL

- Introduction, starting Spreadsheet, Spreadsheet environment, Working with Spreadsheet workbook, Working with worksheet – Entering data, formatting tips and Techniques
- Generating graphs, Formulas and Functions, Understanding formulas and cell references, basic mathematical operations, using common functions (e.g., SUM, AVERAGE, COUNT), applying absolute and relative cell references, nesting functions
- Inserting charts, sorting, Pivot Tables, data extraction
- Adding clip art, add an image from a file, Printing in Spreadsheet.

Module-04: Office Automation- Power Point Presentation

- Starting Presentation, Working with Presentation, Creating, Saving and Printing a presentation, Working with Animation, adding a slide to presentation, Navigating through a presentation, Slide-sorter, Slide-show, Editing slides,
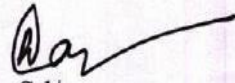- Working with Graphics and Multimedia (Inserting Photo, Video & Sound)

Course Coordinators:
Sampa Rani Bhadra, Assistant Professor &Dept-In-Charge
Krishnendu Bhattacharyya, SACT II
Arindam Biswas, SACT II

For enquiry, please contact:
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Sd/-
Principal
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