



Hiralal Bhakat College

Nalhati, Birbhum, West Bengal, Pin-731220

Affiliated to the University of Burdwan and Re-accredited by NAAC

Email: hbcollege@gmail.com

Website : www.hbcnht.edu.in

Date -15/03/2023

NOTICE

It is hereby notified for all concerned that the Science Wing of Hiralal Bhakat College, Nalhati, Birbhum is going to start six months Add-on Certificate Course on Computer Application for computer operating skill development. The Application form, details Course pattern and Course syllabus are attached with this application.

The application is inviting to the eligible students from our college within 20th March to 10th April, 2023 with the prescribed application form. Filled application form must be submitted to Goutam Pathak (Room No-12) within time.

Thanking you.

Dated: 15.03.2023

Place: Nalhati, Birbhum

(Dr. Nurul Islam)

Principal

Hiralal Bhakat College

Nalhati, Birbhum



Principal
Hiralal Bhakat College
Nalhati, Birbhum



Hiralal Bhakat College

Nalhati, Birbhum, West Bengal, Pin-73122

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Six Months Certificate course in computer Application

The Science Wing in collaboration with IQAC of Hiralal Bhakat College is decided to start a six months Add-on Certificate course in Computer Application.

Objectives:

This course will help the learners to enhance their computer skills and will enable them in office automation as well as in DTP works. The main objectives of this courses are-

- (a) To develop skill of computer use.
- (b) To enrich the knowledge of computer application.
- (c) To become an expert by using computer internet.
- (d) To increase typing speed in computer.
- (e) To develop basic knowledge of computer programming.

Course Details:

The detailed information is available at: <https://hbcnht.in>

Course title: Add-on Certificate Course in Computer Application.

Eligibility: Higher Secondary passed

Course starts: 01/05/2023

Course fees: 3000/- (Three Thousand)

Admission fees : 1000/- (One thousand)

No of Seats: 20 (Twenty)

Duration:

6 moths (48 Credits), 2 Classes per week.

48 Hours. (Theory: 15 hrs + Practical: 33 hrs.)

Name of Experts :

- 1) Dr, Banshidhar Sahoo, Assistant Professor of Hiralal Bhakat College.
- 2) Sk Abdul Hanif , SACT of Computer Science, Hiralal Bhakat College.

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

S.No.	Chapter	Theory Hours	Practical Hours
1.	Fundamentals of Computer	3	0
2.	Boolean Algebra and applications.	5	0
3.	Operating System (GUI+CUI)	2	11
4.	MS-Office- Word, Excel, PowerPoint	3	11
5.	Introduction to Network and Internet	2	11
	Total Hours	15	33

Outline of the Syllabus:

1. **Fundamental of Computer :**

What is Computer, Basic Applications of Computer; Components of Computer System, Generations of Computer. Block Diagram of a Computer, Functions of the Different Units.

Input unit: Keyboard, Point and draw devices mouse, joystick, track ball, light pen, Output unit: Monitor, Printer laser printer, dot-matrix printer, ink jet printer.

Memory unit: (a) Primary Memory , RAM, DRAM and SRAM; ROM. (b) Secondary Memories, Hard disk , Floppy, CD. CPU.

2. **Boolean Algebra and applications:**

Binary arithmetic: Binary numbers, binary-to-decimal conversion, decimal-to binary conversion, Addition, subtraction, multiplication and division of binary numbers.

Boolean Algebra: Definition of Boolean algebra by Huntington postulates, Two elements Boolean algebra and other examples, principle of duality, basic theorems, Boolean functions, truth table, disjunctive and conjunctive normal forms, Theorem on construction of a Boolean function from a truth table and examples. Different binary operations and operators: AND, OR, NOT, NAND, NOR.

3. **Introduction to Operating System:**

What is an Operating System, Function of Operating System, Basics of Popular Operating Systems, User interface, Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets, User Interface for Desktop and Laptop, Task Bar, Icons & Shortcuts, Running an Application, Operating System Simple Setting, Using Mouse , Changing System Date and Time , Changing Display Properties, To Add or Remove Program and Features, File and Folder Management, Types of File Extensions.

Learning MS-DOS Basic : Introduction, History& Versions of DOS, DOS Basics- Physical Structure of Disk, Drive Name, FAT, File and Directory Structure and Naming Rules, Booting Process, DOS System Files. DOS Commands: Internal - DIR, MD, CD, RD, COPY, COPY CON, DEL,RENVOL,DATE,TIME,CLS,PATH,TYPE, VER etc. External - CHKDSK, XCOPY, PRINT, DISKCOPY, DOSKEY, TREE, MOVE, LABEL, FORMAT, SORT,FDISK,BACKUP, EDIT, MODE, ATTRIB, HELP, SYS etc, Executable V/s Non Executable Files in DOS.

4. Understanding Word Processing:

Introduction, Objective , Word Processing Basics, Opening Word Processing Package, Title Bar, Menu Bar, Toolbars & Sidebar, Creating a New Document, Opening and Closing Documents, Opening Documents, Save and Save As, Closing Document, Using The Help, Page Setup, Print Preview, Printing of Documents, PDF file and Saving a Document as PDF file, Text Creation and manipulation, Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Font, Color, Style and Size selection, Alignment of Text , Undo & Redo, AutoCorrect, Spelling & Grammar, Find and Replace, Formatting the Text, Paragraph Indentation, Bullets and Numbering, Change case, Header & Footer, Table Manipulation, Insert & Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of Row, Column and Merging & Splitting of Cells, Border and Shading, Shortcut Keys.

5. Working with Spreadsheet:

Introduction, Objectives, Elements of Spread Sheet, Creating of Spread Sheet, Concept of Cell Address [Row and Column] and selecting a Cell, Entering Data [text, number, date] in Cells. Page Setup. Printing of sheet, Saving Spread sheet, Opening and Closing, Manipulation of Cells & Worksheet, Modifying / Editing Cell Content, Formatting Cell (Font, Alignment, Style), Cut, Copy, Paste & Paste Special, Changing Cell Height and Width, Inserting and Deleting Rows, Column, AutoFill, Formulas, Functions and Charts, Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division), AutoSum, Functions (Sum, Count, MAX, MIN, AVERAGE).

6. Creating Presentations:

Introduction, Objectives, Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Inserting & Editing Text on Slides, Inserting and Deleting Slides in a Presentation, Saving a Presentation, Manipulating Slides, Inserting Table, Adding ClipArt Pictures, Inserting Other Objects, Resizing and Scaling an Object, Presentation of Slides, Choosing a Set Up for Presentation, Running a Slide Show, Transition and Slide Timings, Automating a Slide Show, Printing Slides and Handouts.

7. Introduction to Network and Internet and Web Browsing:

Introduction, Objectives, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet & WWW, Applications of Internet, Website Address and URL, ISP and Role of ISP, Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering). Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website.





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Application No : HBC/CC/2023/.....

Application Date...../...../2023

Application Form

For Admission to Six-Months Certificate course in computer Application, 2023

1) Full Name of the Applicant (In Capital Letter)

Paste recent
A4 colour
photograph

2) Date of Birth/...../.....(dd/mm/yyyy)

3) Father's/Guardian Name.....

4) Nationality 5) Sex : Male / Female / Other

6) Caste : UR / EWS / OBC-A / OBC-B / SC / ST (Please ✓)

7) Address :

....., West Bengal , Pin.....

8) Last Exam Passed : Grade/Percentage of Marks.....

9) Name of Present course.....

10) Name of Present Institution.....

11) Roll No of Present Course.....

12) Registration No of Present Course.....

13) WhatsApp No: +91.....

14) Email

Declaration

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

Date:/...../2023

Signature

Enclosers : -

1) *Marksheet of Qualification*

2) *Admission slip of present course.*