



# P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)  
Phone : (033) 2592 1327, Fax : (033) 2592 1327, e-mail : pndc.principal11@gmail.com  
Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Ref: .....

Date .....

## NOTICE

It is to inform all concerned that classes of ADD-ON course in “Basic Computer Course” will be organised by the department of Computer Science on and from 15.09.2023 as per the time table attached herewith. At the end of the course there will be an assessment to evaluate and assess the learning level/course outcome of the students and every successful candidate shall be provided certificate after that. Class Routine, Syllabus and other details are attached herewith. Classes shall be taken as per the modules mentioned against each course.

Name of the Course Co-ordinator ;

1. Prof Trisha Roy Chowdhury, Mob No-9073586730

  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs



Department of Computer Science, P.N. Das College  
In Collaboration with  
Internal Quality Assurance Cell (IQAC), P.N. Das College  
Organizes

**ADD ON COURSE IN  
"Basic Computer Course"**

**PERIOD: 5th September 2023 to 28th February 2024**

**ELIGIBILITY:**

**Regular Students of P.N. Das College**

**Mode:**

**Offline Mode**

**Offline Venue: P.N. DAS COLLEGE, PALTA, NORTH 24 PGS**

**Registration Fees: FREE**

**Registration Link: <https://forms.gle/gv6wAQFMRZpCZeq9A>**

**Chief Patron:  
Dr. Sharmila De(Principal)**

**Conveners: Smt. Trisha Roy Chowdhury**

**Contact Details:**

**Mobile No. – 9073586730**

**E-mail ID: [trisharoychowdhury6@gmail.com](mailto:trisharoychowdhury6@gmail.com)**

**Certificate will be provided after completion of the course**



# Basic Computer Course Syllabus P.N. Das College

1. **Introduction:** What is Computer, History of Computers, Computer Generation, and Generation of Programming Language. (3 hours)
2. **I/O System concept:** Basic knowledge on hardware.(2 hours)
3. **Memory Concept:** Basic knowledge on Computer memory.(3 hours)
4. **OS Concept:** Software, Types of Software, Introduction to OS.(3hours)
5. **DOS, Windows (features/Working Mechanism)** (5 hours)
6. **MS Word**(4 hours)
7. **MS PowerPoint**(4 hours)
8. **MS Excel**(4 hours)
9. **DBMS concept Using MS Access** (5 hours)
10. **Networking:** Basic knowledge of networking,Internet,URL etc.(3 hours)