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 09.01.2023 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: 9th January 2023 to 9th August 2023

ELIGIBILITY:

Regular Students of P.N. Das College

Mode:

Offline Mode

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

Registration Fees: FREE

Registration Link: https://forms.gle/tbEVMs3NMc5P9wie8

Chief Patron: Dr. Sharmila De
Principal

Conveners: Smt. Trisha Roy Chowdhury

Contact Details: Mobile No. – 9073586730
E-mail ID: 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)

P.N. Das College
ADD on Course on **Basic Computer Course** (Schedule for Classes) 2022-23

Serial No.	Date & Day	Time	Topic	Name of the Faculty
1	09/01/2023(Monday)	12:30 PM-1:30 PM	Introduction of Computer	Ms. Trisha Roy Chowdhury
2	16/01/2023 (Monday)	12.30 PM -1:30 PM	Types of Computer, Component of Computer	Ms. Trisha Roy Chowdhury
3	6/02/2023(Monday)	12:30 PM -1:30 PM	Various type of Computer	Ms. Trisha Roy Chowdhury
4	6/02/2023 (Monday)	2:30 PM -3:30 PM	Computer on-off, Basic Windows Characteristics	Ms. Trisha Roy Chowdhury
5	13/02/2023(Monday)	12:30 PM -1:30 PM	Hardware and Software knowledge	Ms. Trisha Roy Chowdhury
6	13/02/2023(Monday)	2:30 PM – 3:30 PM	Logo creation using PAINT	Ms. Trisha Roy Chowdhury
7	20/02/2023 (Monday)	12:30 PM -1:30 PM	File and Folder (Theory)	Ms. Trisha Roy Chowdhury
8	20/02/2023(Monday)	2:30 PM -3:30 PM	File and Folder (Practical)	Ms. Trisha Roy Chowdhury
9	27/02/2023(Monday)	12:30 PM – 1:30 PM	Notepad (Theory)	Ms. Trisha Roy Chowdhury
10	27/02/2023(Monday)	2:30 PM -3:30 PM	Notepad (Practical)	Ms. Trisha Roy Chowdhury
11	13/03/2023 (Monday)	12:30 PM -1:30 PM	DOS (Theory)	Ms. Trisha Roy Chowdhury
12	13/03/2023 (Monday)	2:30 PM – 3:30 PM	DOS (Practical)	Ms. Trisha Roy Chowdhury
13	20/03/2023 (Monday)	12:30PM- 1:30 PM	Computer Memory	Ms. Trisha Roy Chowdhury
14	20/03/2023(Monday)	2:30 PM – 3:30 PM	DOS (Practical)	Ms. Trisha Roy Chowdhury
15	27/03/2023 (Monday)	12:30 PM- 1:30 PM	Generation of Computer	Ms. Trisha Roy Chowdhury
16	27/03/2023(Monday)	2:30 PM – 3:30 PM	Types of Software	Ms. Trisha Roy Chowdhury
17	3/4/2023(Monday)	12:30 PM – 1:30 PM	MS Word	Ms. Trisha Roy Chowdhury
18	3/4/2023(Monday)	2:30 – 3:30 PM	MS Word	Ms. Trisha Roy Chowdhury
19	10/4/2023	12:30 PM – 1:30 PM	MS Word	Ms. Trisha Roy Chowdhury
20	10/4/2023	2:30 PM – 3:30 PM	MS Word	Ms. Trisha Roy Chowdhury
21	24/4/2023	12:30 PM – 1:30 PM	MS Excel	Ms. Trisha Roy Chowdhury
22	24/4/2023	2:30 PM – 3:30 PM	MS Excel	Ms. Trisha Roy Chowdhury
23	8/5/2023	12:30 PM – 1:30 PM	MS Excel	Ms. Trisha Roy Chowdhury

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ADD on Course on **Basic Computer Course** (Schedule for Classes) 2022-23

24	8/5/2023	2:30 PM – 3:30 PM	MS Excel	Ms. Trisha Roy Chowdhury
25	15/5/2023	12:30 PM – 1:30 PM	Computer As Data Processor(Theory)	Ms. Trisha Roy Chowdhury
26	15/5/2023	2:30 PM – 2:30 PM	Computer As Data Processor(Practical)	Ms. Trisha Roy Chowdhury
27	22/5/2023	12:30 PM – 1:30 PM	Networking Concept(Theory)	Ms. Trisha Roy Chowdhury
28	29/5/2023	12:30 PM – 1:30 PM	Networking Concept (Theory)	Ms. Trisha Roy Chowdhury
29	29/5/2023	2:30 PM – 3:30 PM	RTF (Practice)	Ms. Trisha Roy Chowdhury
30	5/6/2023	12:30 PM -1:30 PM	MS PowerPoint	Ms. Trisha Roy Chowdhury
31	12/6/2023	12:30 PM – 1:30 PM	MS PowerPoint	Ms. Trisha Roy Chowdhury
32	19/6/2023	12:30 PM -1:30 PM	MS PowerPoint	Ms. Trisha Roy Chowdhury
33	26/6/2023	12:30 PM – 1:30 PM	MS PowerPoint	Ms. Trisha Roy Chowdhury
34	10/7/2023	12:30 PM -2:30 PM	MS Excel (Practice)	Ms. Trisha Roy Chowdhury
35	31/7/2023	12:30 PM -2:30 PM	MS Word (Practice)	Ms. Trisha Roy Chowdhury
36	7/8/2023	12:30 PM -2:30 PM	MS PowerPoint(Practice)	Ms. Trisha Roy Chowdhury