

Certificate Course in

# **Computer Application**

Department of Computer Science

Amguri College, Amguri



## SYLLABUS FOR

### Certificate Course in Computer Application

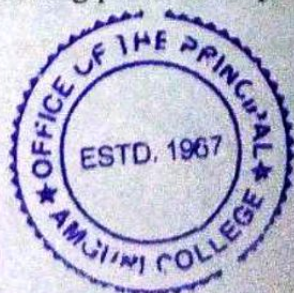
**OBJECTIVE:** The course is designed to aim at imparting a basic level appreciation programme for the students. After completing the course the incumbent is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc.

**DURATION: 30 Hours. (Theory: 10 hrs + Practical: 16 hrs. + Tutorial: 04hrs.)**

S1 No.	Chapter	Theory Hours	Tutorial Hours	Practical Hours
01	Introduction to Computer	2	1	2
02	Understanding Word Processing	2	1	6
03	Using Spread Sheet	2	1	4
04	Introduction to Internet, WWW and web browsers	1	1	2
05	Presentation	2	1	2
Total Hours		9	5	16

#### **SYLLABUS OUTLINE:**

1. Introduction to computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software.
2. Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document
3. Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
4. Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; Knowing the Internet; Basics of internet, World Wide Web; Web Browsing software's, Search Engines; Understanding URL; Domain name; IP Address
5. Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.





### Outcomes of the Course:

- (a) To maintain a better life style
- (b) Good Opportunities of earning sources.
- (c) Participation in digital worlds
- (d) Opportunity to achieve office works

### Evaluation of Courses -

The evaluation of courses consists of two parts:

- (i) Theory - 40 Marks
- (ii) Practical - 40 Marks
- (iii) Assignment - 20 Marks

In the term-end examination, each unit of the syllabus has one assignment. In the final result, the assignment of a course carries 20% weightage, 40% weightage is given for term-end examination and 40% weightage is given for practical cum viva. The following is the scheme of awarding divisions:

Division	Range of Marks secured
I - Division	60% and Above
II - Division	50% to 59.9%
Pass	35% - 49.9%
Unsuccessful	Less than 35%

The notional correlates of the letter grades and percentage of marks are as under:

Letter Grade	Qualitative Value	Point Grade	Equivalent % of numerical marks
A	Excellent	5	70% and above
B	Very Good	4	Above 55% and below 70%
C	Good	3	Above 45% and below 55%
D	Satisfactory	2	Above 35% and below 45%
E	Unsatisfactory	I	Less than 35%

You are required to score at least 35% marks (Grade D) separately in continuous evaluation (assignment) and term-end examination of each course

