



Add On Course

On

Introduction to Computer Basics

Course Code: CC1/18/2/ICB

Organised by

IQAC, Al Ameen Memorial Minority College

AL AMEEN MEMORIAL MINORITY COLLEGE

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Add on Course Organising Committee

Patron	: Dr. Nurul Haque, Principal, Al Ameen Memorial Minority College
Course Co-ordinator	: Prof. Matin Ahmed
Members	: Prof. Sayera Begum, Prof. Dipankar Manna, Prof. Sk Asgar Ali, Tazuddin Ahmed, Benajir Khatun, Asadulla Khan
Faculty Member	: Shreyash Ranjan Sharma, Sahariar Ahmed

Course Name	: Introduction to Computer Basics
Course Code	: CC1/18/2/ICB
Course Duration	: 6 Month (July to December)
Date of Application	: 1 st Week of July
Class Start	: 1 st Week of August
Course Fees	: No fee is required for the course
Eligibility	: Students of UG level of our College
Mode	: Blended Mode
Seat Limit	: 100
Course Duration	: 40 Hours in 6 Month
Class Day	: Every Sunday
Class Time	: 11 A.M. to 1:30 P.M.
Examination Time	: 1 st Week of December
Result Publication	: 3 rd Week of December
Certificate Issued	: 3 rd Week of December

About the Course

The course is designed to aim at imparting a basic level appreciation programme for the common man. 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. This allows a common man or housewife to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology. The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

Methodology

- 1) Theoretical and Practical Approaches.
- 2) Experience sharing,
- 3) Students' Seminars,
- 4) Project Work

Course Outcome

This course provides a comprehensive understanding of computer basics and equip students with the skills to explore professional opportunities in the field.



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Overview of the Syllabus

Module 1:

Basics of Computing:

Understanding Hardware and Software.
Overview of Operating Systems.
Introduction to File Management.

Module 2:

Computer Fundamentals:

Exploring Input and Output Devices.
Memory and Storage Concepts.
CPU and Processing Basics.

Module 3:

Software Essentials:

Application Software vs. System Software.
Introduction to Office Suites.
Basics of Internet Browsing.

Module 4:

Computer Networks:

Understanding Local Area Networks (LANs) and the Internet.
Basics of Internet Security.
Email and Communication Tools.

Module 5:

Programming Fundamentals

Introduction to Programming Languages.
Basic Syntax and Logic.
Hands-on Coding Exercises.

Module 6:

Introduction to Data and Databases:

Concepts of Data and Information.
Basics of Database. Management Systems.
Data Privacy and Security.

Module 7:

Introduction to Operating System:

Windows.
File Management Basics.
Navigating File Systems.

Module 8:

Emerging Technologies:

Overview of Artificial Intelligence and Machine Learning.
Introduction to Blockchain.
Impact of Technology on Society.

Module 9:

Practical Applications:

Introduction to Graphic Design and Multimedia.
Creating and Editing Documents.
Basic Troubleshooting Skills.

Module 10:

Cybersecurity Awareness:

Importance of Cybersecurity.
Password Security.
Recognition Online Threats.

Gradation: A=50-60%

A+=60-70%

O=70-100%

Assessment and Certification:

Theory and practical examination after each module.

Final Project: Solving a real-world computer-related problem.

Course completion certificate.

The examination pattern and marks distribution for the Add On Courses

Total Marks : 50 Marks

Theory Exam :30 = i. Multiple-choice questions (MCQs) : 30 marks(2marks for 15 questions)
ii. Project report/ Presentation : 10 marks
iii. Internal Assessment : 10 marks

This distribution allows for evaluating both theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.

