



BIDHAN CHANDRA COLLEGE, RISHRA

Department of Computer Science & Placement Cell
in collaboration with IQAC
Organise

Certificate Course on Computer Fundamentals & Office Management

Objectives:

- i) To make the students habituate with fundamental computer operations,
- ii) To provide knowledge about document, spreadsheet and presentation processing,
- iii) To provide knowledge about effective and efficient uses of the Internet.

Benefits:

After completing this course the students will be able to develop skills to apply for the following job profiles.

- i) Back office job
- ii) Data entry job
- iii) Computer Operator job
- iv) Receptionist job

Capacity: 50 Students

Eligibility: Recommended students from all the departments of the College.

Course Duration: 3 Months

Contact Hour: 72 Hours

Teaching Mode: Online (Google Meet, Google Classroom, Google Forms)

Evaluation: At the end of the course an exam will be conducted on the course syllabus. Successful students will be awarded by the college with certificates.

Course Coordinator: Unmesh Mandal, Assistant Professor, Department of Computer Science

Course Content

1. **Basic knowledge of Computer**
2. **Office productivity software suite (MS Word, MS Excel, MS Power Point)**
3. **Internet**
4. **Working with PDF files**
5. **Google Drive**

Courses Outline

1. Computer Fundamentals

- Introduction to Computer
- Input-Output devices
- Softwares & Hardwares
- Operating Systems
- Virus: Concept, Detection and Protection
- Antivirus Softwares
- How to operate a computer
- Drive & Directories
- Working with files

2. Office productivity software suite (MS Office):

MS Office course trains students how to use MS Office applications used in office work such as creating professional-quality documents, store, organize and analyze information, arithmetic operations and functions, and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

MS Word:

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Working with tables
- Smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties

- Mail Merge
- OLE
- Macro

Ms. Excel:

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with color & auto-formats
- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets
- Goal seek
- Pivot table
- Macro

Ms. Power Point:

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slide transitions
- Graphically representing data : Charts & Graphs
- Creating a Professional Slide for Presentation.

3. Internet

- Understanding how to search/Google
- Bookmarking and Going to a specific website
- Copy and paste Internet content into your word file and emails
- Understanding social media platforms such as Facebook & Many more
- Learn with best practices

4. Working with PDF files

- Convert different files into PDF format
- Scan documents and save as pdf

- PDF Editor
- PDF Merge
- PDF Split

5. Google Drive

- How to use Google Drive and its features
- Google Docs
- Google Sheets
- Google Slides
- Google Forms