



## **BANKURA UNIVERSITY**

(West Bengal Act XIX of 2013- Bankura University Act, 2013)

Main Campus, Bankura Block-II, P.O.: Purandarpur, Dist.: Bankura, Pin- 722155, West Bengal

# **Certificate Course in Computer Fundamental and Applications**

## Structure of the Courses:

Sl. No.	Course Name	Duration	Total Marks	Remark
1	Certificate Course in Computer Fundamental and Applications	6 Months	100	Total 45 Teaching Hours
2	Certificate Course in Advance Computer Programming and Applications	6 Months	100	Total 45 Teaching Hours
3	Diploma Course in Computer Fundamental and Applications	01 Year	200	Total 90 Teaching Hours. Candidates are needed to complete the entire syllabus for the both certificate courses mentioned in Sl. No. 1 & Sl. No. 2

### Certificate Course in Computer Fundamental and Applications

Duration: 6 months (45 Teaching Hours), Marks=100

#### Module –wise Sullabus :

#### **Mudule 1. Computer Fundamentals**

(Theory: 6Hrs. , Marks= 14)

- a. Classification of Computers
- b. Computer Hardware and System Software
- c. Generations of Computer
- d. Brief Description of Functional Blocks of a Computer
- e. Input / Output Devices
- f. Storage Devices
- g. Bus
- h. Algorithm & Flowchart

#### **2. Familiarity with Operating System: using Windows**

(Lec : 6 Hrs., Marks=12)

- a. Basic Features of an Operation System
- b. Different types of O/Ss
- c. CUI& GUI
- d. Main Component of WINDOWS
- e. Device Manager & Control Panel
- f. Software Installation & Uninstalling

#### **3. MS Office**

(Prac: 25 Hrs , Marks= 50)

- a. MS WORD
- b. MS EXCEL
- c. MS POWERPOINT
- d. MS ACCESS (brief discussion only)

#### **4. Digital Logic and Circuit Design**

(Theory : 4Hrs , Marks= 14)

- a. Basic Logic Gates & Universal Logic Gates
- b. Cobinational Circuit – Adder, Subtractor, Encoder, Decoder, Multiplexer, De Multiplexer

#### **5. Introduction to HTML and internet Surfing**

(Prac: Hrs : 4, Marks=10)

**Certificate Course in Advance Computer Programming and Applications**

**Duration: 6 months (45 Teaching Hours) Marks=100**

**Module –wise Sullabus :**

**1. Computer Network & Hardware (Theo :4Hrs+Prac :2 Hrs, Marks=20)**

- a. Network Overview & Introduction with Computer Hardware
- b. Introduction to LAN, AMN & WAN
- c. LAN Creation
- d. Topologies and Protocols
- e. ISO-OSI Model
- f. Internet

**2. Internet Technologies: using HTML (Theory :14 Hrs., Marks= 30)**

- a. Introduction to HTML
- b. Dealing with Tags, Images and Tables, List (Order List and Under List)
- c. Web Page Creation using HTML
- d. Mini Project -Web Page Design using HTML

**3. Python language (Theory :6 Hrs+Prac :12Hrs, Marks= 30)**

- a. Basic of Python
- b. Different Types of Structures in Python
- c. Writing Programs in Python

**4. Multimedia with Photoshop (Lec: 7 Hrs, Marks= 20)**

- a. Familiarity with various tools used in Photoshop
- b. Applications

**Reference Books :**

- \* P. K. Sinha, P. Sinha, Fundamental of Computers, BPB Publishers
- \* The Complete reference Python, Publisher : McGraw Hill Education India
- \* BPB'S Computer Course Windows 10 MS Office 2016, Publisher : BPB Publication
- \* Networking A Beginner's Guide, Publisher : McGraw Hill Education India
- \* Digital Logic & Computer Design, Mano M. Morris , Publisher : Dorling Kindersley Pvt Ltd.
- \* A Beginner Approach HTML , Authors Shyam Sunder Saini, PrernaGarg
- \* Mastering Photoshop Author WebtechSol, Publisher: Khanna Publisher