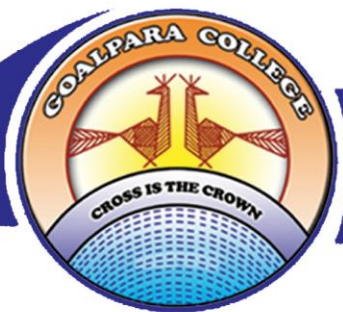


OFFICE OF THE PRINCIPAL
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Principal & Secretary
Goalpara College, Assam

Phone No : 03663-240046
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No : GC/

Date :

Value Added Course on
BASIC COMPUTER

Offered by: Department of Computer Science
Goalpara College

In order to make students of Goalpara college computer literate, Goalpara college offers two types of value added course on Basic Computer application. Those are

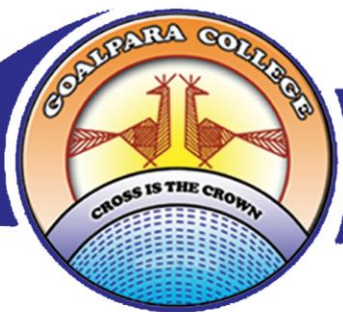
- 1. Three Months Modular Course on Basic Computer Application**
- 2. Six Months Modular Course on Basic Computer Application**

The **Three Months Modular Course on Basic Computer Application** is aimed to provide basic knowledge of computer application, such as use of MS Office, preparing his personal/ business letters, use of internet , sending mails, etc.

The list of topics covered in Three Months Modular Course on Basic Computer Application is mentioned below.

Syllabus	Topics
Knowing Computer	What is Computer, Components of Computer System, Concepts of Hardware and Software, Concept of Computing, Applications of ICT.
Operating Computer using GUI Based Operating System	What is an Operating System, Basics of Popular Operating Systems, The User Interface, Operating System Simple Setting, File and Directory Management, Common Utilities
Understanding Word Processing	Word Processing Basics, Opening and Closing Documents, Text Creation and Manipulation, Formatting the Text, Table Manipulation
Using Spreadsheet	Basics of Spreadsheet, Elements of Electronic Spreadsheet, Manipulation of Cells, Formulas, and Functions
Introduction to Internet, WWW, and web browsers	Basic of Computer Networks, Internet, World Wide Web (WWW), Web Browsing Software, Search Engines.
Communications and Collaboration	Basics of Electronic Mail, Using Emails, Instant Messaging
Making small presentation	Introduction, Creation of Presentation, Preparation of Slides, Slideshow

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Whereas in the **Six Months Modular Course on Basic Computer Application** in addition to the topic covered in the three months modular course, students are introduced and trained on fundamentals of digital services and programming language. The course is aimed to provide knowledge of computer basics, use of internet for banking services, programming knowledge in 'C' Language and H.T.M.L. The list of topics covered in advanced courses is mentioned below.

Topics	Subtopics
Computer Applications & Basics	Introduction, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software
Computer Operating System	Basics of Operating System, Linux, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management
Word Processing	Introduction, Printing a File, Document Creation & Editing, Saving, Text Formatting
Microsoft Excel & Using Spreadsheets	Introduction, Rows, Columns & Cells, Basics Excel Formulas and Functions
Introduction to Internet, WWW & Web Browsers	Basics of Computer Networks, Internet, Search Engines, URLs, How to Use Web Browser
Communications & Collaboration	Basics of Email, How to Use Email, Instant Messaging, Format an Email
Making Small Presentation	How to Create, Edit, Format, or Delete Slides, Make a Slideshow, Save a Presentation, Printing of Presentation
Programming in C language, H.T.M.L.	Basics of C language, conditional statement, loop control structure, structure, functions etc. & Creating an web page, link webpage etc.

Course Outcome

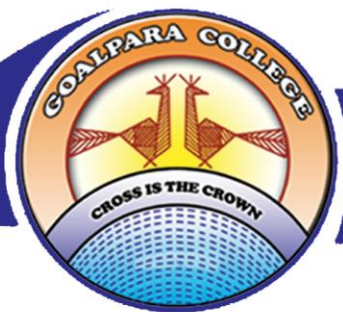
Upon completion of this course, students will be able to:

Recognize the capabilities and limitations of computer technology, and the theoretical foundations of computing.

Critically assess the social and ethical implications of computer technology in their daily life.

Improve problem solving and critical thinking through the application of scientific knowledge using hands-on activities.

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More information about the course can be found in the following link:

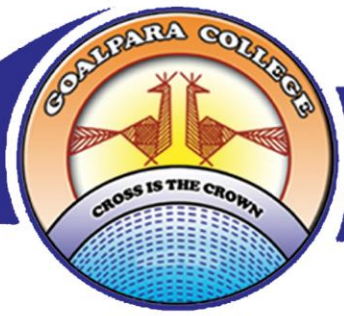
<https://www.goalparacollege.ac.in/computer.php>

List of numbers of Three months modular Course Completed till Academic Year 2021-2022

SL.No	Date From--To	Number of students enrolled in the course	Number of students completed the Course
1	Augut-2017 To October-2017.	15	15
	January-2018 To March 2018	53	53

List of numbers of Six months modular Course Completed till Academic Year 2021-2022

Sl. No	Date From--To	Number of students enrolled in the course	Number of students completed the Course
1	Aug-2017 To January-2018	55	55
2	February-2018 To August-2018	56	56
3	September-2018 To February-2019	57	57
4	March-2019 To August-2019	55	55
5	January-2020 To October-2020	58	58



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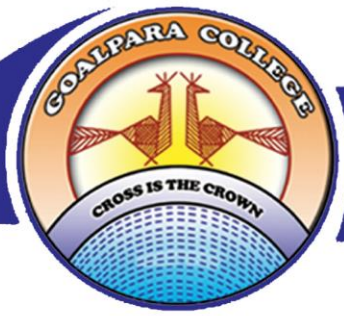
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Glimpses of various courses organized by Computer Science Department





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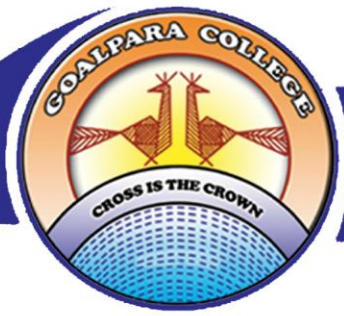
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Date :

Banner of the 3 months modular course from August-2017 To October-2017.

GOALPARA COLLEGE, GOALPARA
Admission **Open** for **Computer** Courses

3 Months Modular Certificate course on Computer Application

For details : Contact
D. Barman : 9707076472
R. Sarma : 7002310440

Classes will Start From 1st August 2017

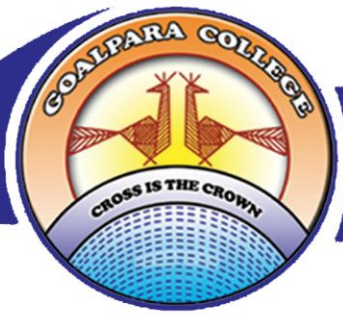
Banner of the 3 months modular course from January-2018 To March 2018

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Admission **Open** for **Computer** Courses

3 Months Modular Certificate course on Computer Application

For details : Contact
D. Barman : 9707076472
R. Sarma : 7002310440

Classes will Start From 1st January 2018



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No : GC/

Date :

Banner of the 6 months modular course from Aug-2017 To January-2018

 **GOALPARA COLLEGE, GOALPARA**
Admission **Open** for **Computer** Courses

6 Months Modular Certificate course on Computer Application

For details : Contact
D. Barman : 9707076472
R. Sarma : 7002310440

Classes will Start From 1st August 2017



Banner of the 6 months modular course from February-2018 To August-2018

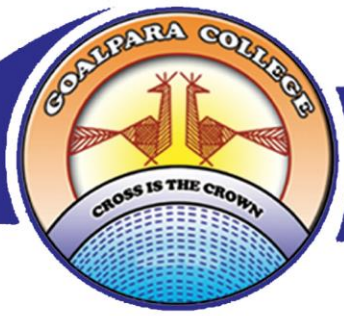
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Admission **Open** for **Computer** Courses

6 Months Modular Certificate course on Computer Application

For details : Contact
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R. Sarma : 7002310440

Classes will Start From 1st February 2018





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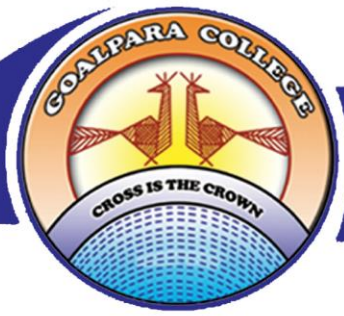
Date :

Banner of the 6 months modular course from September-2018 To February-2019

GOALPARA COLLEGE, GOALPARA
Admission Open for Computer Courses
6 Months Modular Certificate course on Computer Application
For details : Contact
D. Barman : 9707076472
R. Sarma : 7002310440
Classes will Start From 1st September 2018

Banner of the 6 months modular course from March-2019 To August-2019

GOALPARA COLLEGE, GOALPARA
Admission Open for Computer Courses
6 Months Modular Certificate course on Computer Application
For details : Contact
D. Barman : 9707076472
R. Sarma : 7002310440
Classes will Start From 1st March 2019



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Banner of the 6 months modular course from January-2020 To October-2020



GOALPARA COLLEGE, GOALPARA

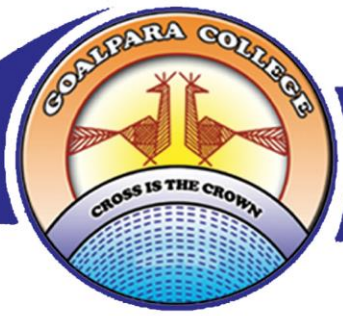
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**6 Months Modular
Certificate course on
Computer Application**



For details : Contact
D. Barman : 9707076472
R. Sarma : 7002310440

Classes will Start From 1st January 2020



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Website : www.goalparacollege.ac.in

No : GC/

Date :

Sample Certificates of the courses 3 months Modular Course

GOALPARA COLLEGE, GOALPARA
P.O. & DIST.- GOALPARA, ASSAM-783101
web: www.goalparacollege.in

Sl. No : **42**

3-Month Modular Course on Basic Computer Application

Certificate

This is to certify that Mr./Miss
Roll no..... Class of Goalpara College, Goalpara, has successfully
completed the 3- Month Modular course on Basic Computer Application held
from..... to

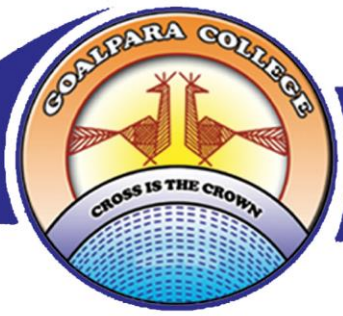
He / she secured% Marks in the final Examination and awarded
grade.....

We Wish him/her all success in life.

Dr. Kasim Ali Ahmed
Principal
Goalpara College, Goalpara

Prof. Jyotish Das
President
Committee For Basic Computer Application
Goalpara College, Goalpara

Dr. Dharmeswar Barman
Co-ordinator
Committee For Basic Computer Application
Goalpara College, Goalpara



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No : GC/

Date :

6 months Modular Course

GOALPARA COLLEGE, GOALPARA
P.O. & DIST.- GOALPARA, ASSAM-783101
web: www.goalparacollege.in

Sl. No : **1100**

6-Month Advance Course on Basic Computer Application

Certificate

This is to certify that Mr./Miss
Roll no..... Class of Goalpara College, Goalpara, has successfully
completed the **6-Month Modular course on Basic Computer Application** held
from..... to

He / she secured% Marks in the final Examination and awarded
Grade.....

We Wish him/her all success in life.

Principal
Goalpara College, Goalpara

President
Committee For Basic Computer Application
Goalpara College, Goalpara

Co-ordinator
Committee For Basic Computer Application
Goalpara College, Goalpara