

Government General Degree College at Pedong



Certificate Course
on
Foundations of Computer Applications and Library E-Resources

Department of Central Library

Course Title	Certificate Course on Foundations of Computer Applications and Library E-Resources
Context	This course aims to provide hands-on training in the practical applications of computer software, with a focus on MS Office, web browsing, and email facilities. Students will gain essential computer skills that are vital for their academic and everyday activities. By the end of the course, students will be proficient in creating and managing documents, spreadsheets, and presentations using MS Office, effectively browsing the web for information, and utilizing email for communication. These skills will not only aid in their academic pursuits but also enhance their overall digital literacy and efficiency in day-to-day tasks.
Pre-requisite	Undergraduate students from any discipline
Course Objectives	<p>The primary objective of this course is to equip undergraduate students with fundamental computer skills that are essential for both academic and everyday use. The course focuses on three main areas: MS Office, web browsing, and email facilities. By the end of the course, students will be able to:</p> <p>Email Facilities:</p> <ol style="list-style-type: none"> a. Set up and manage email accounts. b. Compose, send, and organize emails professionally. c. Utilize email features such as attachments, forwarding, and filtering to enhance communication. <p>MS Office:</p> <ol style="list-style-type: none"> a) Create, format, and manage documents using Microsoft Word. b) Develop and utilize spreadsheets for data analysis and management with Microsoft Excel. c) Design and deliver professional presentations using Microsoft PowerPoint. <p>Web Browsing:</p> <ol style="list-style-type: none"> a) Efficiently navigate the internet to find reliable and relevant information. b) Utilize search engines effectively to conduct research and gather data. c) Understand and apply best practices for online safety and security.

The knowledge and skills acquired through this course will support students in their academic endeavors and improve their overall digital competence.

Career prospect

Completing the Certificate Course on Computer Application: Basic Skills opens up a range of career opportunities for undergraduate students by equipping them with essential digital skills that are highly valued in today's job market. Here are some potential career prospects for students who complete this course: Administrative Assistant; Office Coordinator; Data Entry Clerk; Junior Data Analyst; Customer Service Representative; Technical Support Assistant; Marketing Assistant; Content Coordinator; Teaching Assistant; Online Tutor; Freelancer; Small Business Owner.

Faculty Requirements

College Librarian and Assistant Professor

Pedagogy

The Certificate Course on Computer Application: Basic Skills employs a diverse and interactive pedagogical approach to ensure comprehensive learning and practical application of MS Office, web browsing, and email facilities. The teaching methodologies include: Lectures and Demonstrations; Hands-on Training; Project-Based Learning; Tutorials and Workshops; Assessments and Feedback; Support and Resources and Self-Paced Learning. This pedagogical approach ensures that students not only understand the theoretical aspects of computer applications but also gain practical, hands-on experience. By combining lectures, hands-on training, project-based learning, and continuous assessment, the course aims to produce proficient and confident users of MS Office, web browsing, and email facilities.

Course Fee

NIL

Contact Hours

30 Hours

Course Duration

One Class (Lecture+Practice): 1 Hour

15 Lectures: 15 Hours

Practice: 15 Hours.

Total Course Duration 30 (15+15) Hours. Final Assessment on the Last day of the course.

Course outcome

Upon successful completion of the Certificate Course on Computer Application: Basic Skills, undergraduate students will achieve the following outcomes: Proficiency in MS Office; Effective Web Browsing Skills and Competent Email Management.

Assessment process

Students will be graded on Course end Assessment, Practical work and Attendance.

**Course Coordinator
and Faculty Members**

Mr. Himanish Roy
College Librarian and Course Co-ordinator
Government General Degree College at Pedong

Mr. Kausar Ansari
Assistant Professor
Government General Degree College at Pedong

Mr. Laxuman Sherpa
Assistant Professor
Government General Degree College at Pedong

Syllabus

Certificate Course on Foundations of Computer Applications and Library E-Resources

Unit I Email Basics

Credit 10

Introduction to Email; Email Components and Interface; Basic Email Functions; Advanced Email Features; Email Etiquette and Security; Practical Exercises and Assignments

Unit II MS Office

Credit 10

Introduction to MS Office Suite (Word, Excel and PowerPoint); Microsoft Word: Document Processing (fonts, styles, sizes, alignment, spacing, indents, bullets/numbering, and line spacing); Microsoft Excel (Entering data and basic formulas: SUM, AVERAGE, and COUNT): Data Management and Analysis; Microsoft PowerPoint: Presentation Design; Integration and Collaboration (MS Office Online and cloud storage); Advanced Features and Tips; Practical Exercises and Projects;

Unit III Introduction to Electronic Resources in Libraries

Credit 10

Introduction to eResources (Overview of eResources: definition, types, and importance in research); Using Library Catalogs (OPAC/Web OPAC); Academic Databases (scholarly articles, research papers, and journals); Accessing eBooks and eJournals; Specialized eResources (e.g., medical, business, humanities); Advanced Search Techniques; Future Trends in eResources.

Suggested Readings

Aggarwal, A. (2016). *Internet Surfing and Security*. New Delhi, India: Vikas Publishing House.

Arora, A., & Bhatia, S. (2015). *Step by Step Microsoft PowerPoint 2013*. New Delhi, India: BPB Publications.

Arora, Pooja. *Computer Science*. Punjab: Punjab School Education Board, 2015.

- Balagurusamy, E. (2009). *Fundamentals of Computers*. New Delhi, India: McGraw Hill Education.
- Behera, S.R. *Computer Basic Course*. Bengaluru: Vasan Publications, 2019.
- Cowart, R., & Knittel, B. M. (2010). *Using the Internet Safely For Seniors For Dummies*. Hoboken, NJ: Wiley.
- Frye, C. (2013). *Microsoft Excel 2013 Step by Step*. Redmond, WA: Microsoft Press.
- Gaskin, S., Geoghan, D., Graviett, R., & Marks, K. (2013). *GO! with Microsoft Office 2013 Getting Started*. Upper Saddle River, NJ: Pearson.
- Lambert, J., & Cox, J. (2013). *Microsoft PowerPoint 2013 Step by Step*. Redmond, WA: Microsoft Press.
- Manjunath, G. *Computer Basics*. Bengaluru: Vasan Publications, 2010.
- Parsons, J. J., Oja, D., Carey, P., & DesJardins, C. (2018). *New Perspectives on Computer Concepts 2018: Comprehensive*. Boston, MA: Cengage Learning.
- Saxena, S. (2013). *MS Office 2010 in a Nutshell*. New Delhi, India: Vikas Publishing House.
- Sharma, N., & Sharma, M. (2014). *Mastering Microsoft Excel 2013*. New Delhi, India: Laxmi Publications.
- Singh, P. (2015). *Email Etiquette and Management*. New Delhi, India: S. Chand Publishing.