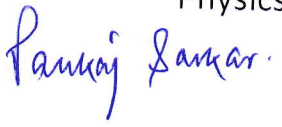
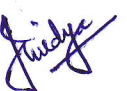
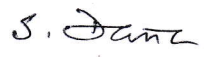


Notice

A meeting for Add-On-Course will be held on 12/7/18 at 3 P. M. in the principal chamber.
All the science teacher and laboratory instructor are requested to present the meeting.

Mathematics  	Physics 
Chemistry  	Zoology
Botany 	Geology 
Microbiology 	Computer Science  
Economics	

 6/7/19
Principal



Principal
J.K. College, Purulia

Meeting : 12/7/18

Time : 3PM

Members present

- | | |
|---------------------|-----------------------|
| 1. <u>An</u> | (7) <u>Amber</u> |
| 2. <u>Suz</u> | 18) <u>Sujin Choo</u> |
| 3. <u>M. Sutter</u> | 19) <u>S. Jane</u> |
| 4. <u>L. Lati</u> | 20) <u>A</u> |
| 5. <u>Judith</u> | 21) <u>S</u> |
| 6. <u>B. B.</u> | 22) <u>B. B.</u> |

Resolution :

- 1) Add-on-course on computer Literacy program ~~offered to~~ will be continued for the ~~ss~~ session 2018-19. and it will be offered to the students of same classes as previous session i.e B.Sc.(Hons) 3rd year of Mathematics, Physics, Economics and Geography department and B.Com(Hons) 4th sem, PG Mathematics 4th semester
- 2) Same committee of ~~prev~~ previous session will conduct the course for this session 2018-19.
- 3) Committee will ~~arrange~~ arrange to start the course in the last week of ~~August~~ July, 2018

Meeting: 17/7/18

Time: 3 PM

Members Present:

- 1) Mr. Mulla
- 2) ~~Mr. Mulla~~ S. n ✓
- 3) ~~Mr. Mulla~~
- 4) ~~Mr. Mulla~~

Resolution

(1) Class of computer literacy program will be started on 23/7/18 according to the following routine

Day	Tuesday	Wednesday	Thursday	Friday
Group	A	B	C	D
Time	4 PM	4 PM	4 PM	9 AM

Group	Student	Class taken by Teachers
A	Math (Hons) -	Prof. K. L. Dutta Prof. T. K. Das
B	Geography (Hons) - Physics (Hons) -	Prof. B. Das Prof. B. Sahu (lab-practical)
C	Economics (Hons) - Ph Math with sem -	Prof. K. L. Dutta Prof. T. K. Das
D	B. Com (Hons) -	Prof. Sandip Kr. Sahu

Lab instructor - Ranjan Misra

Syllabus of Computer Literacy Program as an Add-On-Course 2018 -2019

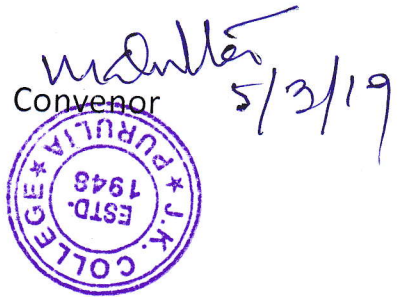
❖ Module 1 : Basic computer terminology	No. of Lecture : 1 No. of Practical Classes: 1
• What is a computer? • Basic Applications of Computer • What is an operating system?	
❖ Module 2 : Major physical components of the computer	No. of Lecture : 1 No. of Practical Classes: 1
• Central Processing Unit • Keyboard, mouse and VDU • Other Input devices • Other Output devices • Computer Memory	
❖ Module 3 : The desktop	No. of Lecture : 2 No. of Practical Classes: 2
• Quick Launch Toolbar • Taskbar • Start menu • My Computer • Task Manager ▪ Right-click on Desktop>Properties	
❖ Module 4 : Major components of a window	No. of Lecture : 2 No. of Practical Classes: 2
• Windows and its components • Minimize/Maximize/Close buttons • Title bar	
❖ Module 5 : Understanding word processing	No. of Lecture : 4 No. of Practical Classes: 4
• Introduction • Word Processing Basics • Opening and closing Documents • Text Creation and manipulation • Formatting the Text • Table Manipulation	
❖ Module 6 : SPREAD SHEET	No. of Lecture : 3 No. of Practical Classes: 3
• Introduction • Elements of Electronic Spread Sheet • Manipulation of Cells • Formulas and Function	
❖ Module 7 : INTRODUCTION TO INTERNET	No. of Lecture : 2 No. of Practical Classes: 2
• Introduction • World Wide Web (WWW) • Web Browsing Softwares • Basics of E-mail	



Notice

A meeting for Computer Literacy Program as an Add-On-Course will be held on 15/03/19 at 3 P. M. in the Central Computer Laboratory to discuss about the completion of the course.

All The members are requested to present the meeting.



A handwritten signature in blue ink, possibly "S. N.", is located on the left side of the page.

Meeting: 15/3/19

Time - 3 PM

Members Present

- 1) M. Dulla 4) S. N.
- 2) ~~S. N.~~
- 3) ~~S. N.~~

Resolution

The thirty hours of classes of computer literacy program is completed successfully on 8/3/19. A test has been taken on 12/3/19 on the basis of which out of 208 students registered in this course 153 students were given a course completion certificate.