



GANGADHAR MEHER UNIVERSITY

AMRUTA VIHAR, SAMBALPUR (ODISHA)-768004

Letter No :1495

Date : 27-03-2024

NOTICE

This is for information of all concerned that a Basic Computer Literacy course is going to be started in the Dr. Narayani Panda Resource Center of the University from 8th of April, 2024. Interested students shall submit the filled-in application form (attached below) along with the copy of bank Challan to the concerned staff for admission on or before 5th April,2024.

Sl. No.	Name of Staff	Contact No.
1	Ms. Supriti Behera	7077823284
2	Sri Bikash Mishra	9861244222

Admission fees	For UR	For others
	Rs. 500/-	Rs. 300/-
Name of bank	UCO	
Name of branch	Budharaja	
Account No.	21010110045480	
IFSC Code	UCBA0002101	

Panda
27.3.2024
Co-ordinator

Dr. Narayani Panda Resource Center

Memo No :1496

Date :27-03-2024

Copy to Chairman, P.G. Council/Heads of all schools/ PA to VC/ PA to Registrar/ Dy. Registrar/ SWO for information and necessary action.

Panda
27.3.2024
Co-ordinator

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SYLLABUS

Basic Computer Literacy Course

Course Objectives: Basic Computer Literacy course aims at providing fundamental knowledge and skills of computer basics, file handling, Internet Security and Accounting Package. After completion of the course students will become aware about various computer tools that are used in day to day life.

Course Outcomes: After the completion of the course, learner will have the basic knowledge of Computer Fundamentals, Microsoft Office and Accounting package. Learners will be able to efficiently manage different office operations with the help of computer. This program typically covers a range of topics related to computers and information technology, aimed at providing individuals with a foundational understanding of how computers work and how they can be utilized effectively.

Unit	Topics	Theory	Practical
1- Introduction to Computers	Basic concepts such as what a computer is, its components (hardware and software), and how it processes data, CPU, memory (RAM), storage devices (hard drives, SSDs), input/output devices (keyboard, mouse, monitor), and peripherals.	4 Hours	1 Hour (Demonstration of different component and basic troubleshooting)
2- Operating Systems	An overview of different operating systems (e.g., Windows, macOS, Linux) and their features, functions, and interfaces.	2 Hours	2 Hours (Demonstration of Windows and Linux OS)
3- Office Automation Software	Word, Excel and Power Point	9 Hours	6 Hours (Different options of Word, Excel and PowerPoint)
4- Introduction to Accounting Packages	Automating office accounting using Tally.	2 Hours	2 Hours (Company Creation, Ledger Creation, Basic Voucher Entry and Balance Sheet)

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5- Internet Basics	Internet Basics, Email, WWW, Cloud Storage	1 Hour	1 Hour
6- Internet Security and Privacy	Understanding common threats such as malware, phishing, and hacking, and learning about methods to protect against them (firewalls, antivirus software, encryption). Protecting smartphone or mobile devices.	2 Hours	

Timing: 8 :00 am -9:00 am (Theory) 4:00pm -5:00 pm(Lab)

Theory : 20 Hours

Practical : 12 Hours

Total : 32 Hours

(One Month Program, 8 Hours a week)



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APPLICATION FORM FOR BASIC COMPUTER LITERACY COURSE

1. **NAME**(in Block Letters): _____

2. **ADDRESS FOR CORRESPONDENCE**(With Contact No. and Email-id):

3. **ROLL NO. & REGISTRATION NUMBER:** _____

4. **NAME OF SCHOOL & STREAM:** _____

5. **CATEGORY:** _____

(Please furnish necessary proof pertaining to reservations)

6. **Application Fee Payment Details:**

Amount:.....; Date of payment:.... /... /.....

UNDERTAKING/DECLARATION

I solemnly affirm that the information furnished above is true and correct in all respect to the best of my knowledge and belief. I have not concealed any information. I undertake that if any information herein is found to be incorrect or false, I shall be liable for action as per rules in force.

Signature:

Name:

Date:

Place: