



# **ONDA THANA MAHAVIDYALAYA**

Value Added Course

## **Computer and Technology**

Link For registration

<https://forms.gle/BvZN9LBehm8zXDbx6>

**Offered by**

**Department of Bengali**

14/10/2019 to 26/10/2019

**Course Title:** Computer and Technology.

**Course Duration:** 32 hours.

**Course Outcome:**

- 1) Develop a foundational understanding of computer hardware and software components.
- 2) Acquire basic computer skills including file management, word processing, and navigating operating systems.
- 3) Demonstrate proficiency in using the internet safely, including effective search strategies and email communication.
- 4) Implement basic digital security measures to protect personal and professional information online.
- 5) Gain exposure to programming concepts, including algorithms, logic, and simple programming languages.

**Course Content:**

#### **Introduction to Computing (4 Hours)**

- 1) Overview of computer hardware and software.
- 2) Understanding the role of operating systems.
- 3) Introduction to file management.

**Resource Persons:** Mr. Samiran Banerjee (External Resource Persons)

#### **Basic Computer Skills (4 Hours)**

- 1) Keyboard shortcuts and mouse techniques.
- 2) Introduction to word processing software.
- 3) Creating and formatting documents.

**Resource Persons:** Dr. Sourav Kumar Nag (Internal)

#### **Internet Basics (4 Hours)**

- 1) Navigating the web safely and effectively.
- 2) Understanding search engines and search strategies.
- 3) Introduction to email communication.

**Resource Persons:** Asim Kumar Betal & Shri Subhra Kanti Biswas (Internal)

#### **Introduction to Digital Security (4 Hours)**

- 1) Understanding online threats and risks.
- 2) Implementing basic security measures.
- 3) Creating strong passwords and managing accounts securely.

**Resource Persons:** Dr. Nikhilesh Dhar & Indra Narayan Ganguly (Internal)

### **Introduction to Programming Concepts (4 Hours)**

- 1) Understanding algorithms and logic.
- 2) Introduction to programming languages.
- 3) Writing and executing simple programs.

**Resource Persons:** Subhas Das & Suman Pal (External)

### **Introduction to Data Management (4 Hours)**

- 1) Basics of data organization and storage.
- 2) Introduction to databases and data manipulation.
- 3) Data visualization techniques.

**Resource Persons:** Subhas Das & Suman Pal (External)

### **Introduction to Networking (4 Hours)**

- 1) Understanding the basics of networking.
- 2) Overview of network protocols and technologies.
- 3) Introduction to local area networks (LANs) and wide area networks (WANs).

**Resource Persons:** Soumit Pal & Nanda Patra (External)

### **Emerging Technologies (4 Hours)**

- 1) Overview of artificial intelligence and machine learning.
- 2) Introduction to virtual reality and augmented reality.
- 3) Exploring the Internet of Things and its applications.

**Resource Persons:** Dr. Sourav Kumar Nag Radharanjan Saha & (Internal)

