



# SURYA SEN MAHAVIDYALAYA

## COURSE OBJECTIVE

The Computer Applications course develops skills necessary to gain entry-level work in many positions that demand computer competencies, including Computer programmer, Applications developer, Programmer analyst, Web programmer, Computer programmer analyst, etc.

The primary objective of the Computer Applications course is to equip students with a comprehensive understanding and practical proficiency in fundamental computer applications. Throughout this course, participants will gain essential skills in utilizing various software tools and applications, fostering their ability to effectively navigate and leverage technology for personal, academic, and professional purposes. By the end of the course, students will be proficient in key areas such as word processing, spreadsheet analysis, presentation design, and database management. The course aims to empower participants to apply their acquired knowledge in real-world scenarios, enhancing their digital literacy and contributing to their success in today's technology-driven environment.

## CERTIFICATE COURSE

ON

# COMPUTER APPLICATIONS

DURATION: 1 YEAR

VENUE: SURYA SEN MAHAVIDYALAYA  
Surya Sen Colony, Block B,  
P.O. Siliguri Town, Pin: 734004,  
Dist: Jalpaiguri

**COURSE FEE: 7500\**-

## ELIGIBILITY CRITERIA:

The applicant must be enrolled in regular basis in any course and in any college. However, students of this college will be given priority. Students of other colleges will be enrolled if seats remain vacant after allotting seats to the opting students of this college. For further information please contact college office.

# COMPUTER APPLICATION

(Atuglevel)

## *Paper I: Computer Fundamentals:*

What is a Computer – an introduction, uses of Computers in modern Society e.g. Weather forecasting, census, oil exploration, speech recognition, banking, publishing, accounting, research etc.

Information concepts and processing-evolution of information processing – data, information, language and communication.

Computer arithmetic and number system. ASCII & EBCDIC character sets.

Elements of a Computer processing system – hardware, software, firmware – Computer capabilities and limitations. Concept of files and directories.

Hardware features and use- CPU. I/O devices, Storage devices and media. Block diagram of computer and functions of each block.

Introduction to networking, multiprocessing, time sharing, multitasking and real time computing. Concepts of LAN and Internet and WWW.

Variety of hardware system and features, Various types of Computers available in market. Micro, Mini and Main frames, supercomputers.

Concepts of data, information, Difference between data & information, information processing cycle, storage and retrieval of data.

## *Paper II: Operating Systems concepts and office tools WORD processing & slide presentation.*

### **Part A (50)**

Introduction to various categories of software's. Operating system and its functions. Interaction of operating system with hardware and user programs.

O.S. as resource manager, processor management, job scheduling, simple user, multi user, multi programming and time sharing concepts. Concepts of priorities, protection device management, spooling, deadlocks, memory management, file structures, command interpreter.

Case study of windows O.S.: An overview of windows interface, Managing files by windows explorer and My Computer. Accessories, Control panel, working with disk and drives, Backup data, Installing and managing applications.

**Part B (25)**

MS-Word: An overview, creating & Editing documents, formatting documents, tables, use of drawing tools, columns etc.

MS- PowerPoint: PowerPoint Basics, creating different types of presentations, special effects, slide show.

***Paper III: Business Data Processing:***

Introduction to data processing, records & file data collection, preparation, verification, editing and checking.

Overview of business functions. Use of Computer system for business applications.

Spread sheets Macros. Use of Computer System for business applications.

Business files Introduction to data structures Elements fields and Records. Classification of files. Master files Transaction files.

Distributed processing. Various facilities for business computing Introduction to databases.

Financial Accounting.

***Paper IV: Practical :***

Windows O.S. at per paper II. Use of MS-word, MS-Excel & Ms-Access, MS-Power Point.

Visit to Computer lab. Introduction to various Components of a Computer. A simple documentation preparation and printing. Usage of printer and other components. Routing.

Analysis of a business system on paper.

Using spread sheet for payroll, balance sheets and other business applications. Design of packages using spreadsheet macros. Use of a Financial Accounting package.