



নন্দনাথ শইকীয়া মহাবিদ্যালয়
NANDANATH SAIKIA COLLEGE

Affiliated to Dibrugarh University

Department of Computer Application

Certificate Course

On

Computer Awareness for Competitive Examinations

Syllabus

Academic Year 2022-2023



HOD
Deptt. of Computer Science
N.N. Saikia College

Department of Computer Application
Certificate Course
On
Computer Awareness for Competitive Examinations
Syllabus
Academic Year 2022-2023

Name of the Programme: **Certificate Course on Computer Awareness for Competitive Examinations**
Type of Programme: **Certificate Course**
Programme Code: **ACCA-1**
Course Code: **CCCA**
Academic Year: **2022-2023**

Learning Objectives:

1. To learn computer basics that is relevant for competitive examinations.
2. To become aware of various developments in technology in recent times.
3. To learn various aspects of computer literacy.
4. To use various computer tools and software efficiently.

UNIT 1: INTRODUCTION TO COMPUTER. (6 Lectures, Marks: 8)

Computer Terminology, History of Computers, Functions & Features, Computer Generations, Classification: Based on Work, Based on Size. Various applications.

UNIT 2: COMPUTER ARCHITECTURE (6 Lectures, Marks: 10)

Components: IO Unit, Central Processing Unit, Memory Unit. Motherboard and its components, Instruction Cycle, Hardware & Software, Basic knowledge of various devices: keyboard, mouse, monitor, scanner, printer, OCR, MICR etc. Impact printers and non-impact printers.

UNIT 3: COMPUTER MEMORY & OPERATING SYSTEM (5 Lectures, Marks: 7)

Memory Hierarchy, Types of Memory, RAM, ROM, Cache etc. Operating System types, UI, GUI, BIOS, MSDOS Commands. Windows versions.

UNIT 4: MICROSOFT OFFICE SUITE (8 Lectures, Marks: 15)

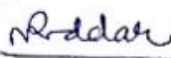
Microsoft word operations, components, features, Microsoft Excel operations, functions and formulas, charts and graphs, MS PowerPoint basics, slide master, views.

UNIT 5: DATABASE & NETWORKING CONCEPTS (5 Lectures, Marks: 10)

Data, information, database, metadata, files, DBMS, Computer Networks, types and applications, topologies, network devices, internet, intranet, extranet etc. www, website, webpage, advantages and disadvantages of internet.

References:

1. "Computer Awareness", Arihant Publications.
2. Computer Skills and Applications, Sadiq Hussain, Manoj Kr. Deka


HOD
Deptt. of Computer Science
N.N. Saikia College

Report on Add on Course on Computer Awareness for Competitive Examinations

The department of Computer Science conducted an add on course of 30 hours on, “Computer Awareness for Competitive Examinations”. The class of first batch was started from the 25th April, 2022 to 28th May, 2022. The main objectives of the add on course to learn the basics of Computer relevant to competitive examinations, to become aware of various development in technology in recent times, to use various computer tools and software efficiently.

The main outcome of the Add on course is that the student become able to have a knowledge on basics of computer, computer architecture, computer memory and operating system, Microsoft office suite, data base and networking concept.

In this course a total of 27 students have participated. After the completion of the course, a theory examination was held on 09/06/ 2022. All 27 students have appeared in the examination. Among them “A” grade awarded to 19 students and “B” grade awarded to 8 number of students.

Notice

01/04/2022

It is hereby informed to all the students of the Department of Computer Application that a certificate course on *Computer Awareness for Competitive Examinations* will be started in the Department of Computer Application, N.N Saikia College, Titabar from 25th April, 2022. Interested students are therefore requested to provide their names to the HOD on or before 20/04/2022.

**Department of Computer Application
N.N Saikia College, Titabar**

N. Saikia
HOD

**Deptt. of Computer Science
N.N. Saikia College**

Time Schedule for Certificate course on Computer Awareness for Competitive Examinations

| Date | 11:00 am- 12:00 noon | 12:00 noon- 1:00 pm | 1:00 pm-2:00 pm | 2:00 pm - 3:00 pm | 3:00 pm - 4:00 pm |
|--------------|----------------------------|---------------------------|--------------------|----------------------|----------------------|
| April | | | | | |
| 25/04/2022 | | | | | NP |
| 26/04/2022 | | PB | | | |
| 27/04/2022 | | | | PB | |
| 28/04/2022 | | | NP | | |
| 29/04/2022 | | | PB | | |
| 30/04/2022 | | NP | | | |
| May | | | | | |
| 02/05/2022 | NP | | | | |
| 02/05/2022 | | | | PB | |
| 04/05/2022 | | | NP | | |
| 05/05/2022 | | PB | | | |
| 06/05/2022 | | | | | PB |
| 09/05/2022 | | | | | NP |
| 10/05/2022 | | PB | | | |
| 11/05/2022 | | | | NP | |
| 12/05/2022 | | | NP | | |
| 13/05/2022 | | | PB | | |
| 14/05/2022 | | | | | NP |
| 17/05/2022 | | | | | PB |
| 18/05/2022 | NP | | | | |
| 19/05/2022 | | | | | NP |
| 20/05/2022 | | | PB | | |
| 21/05/2022 | | | | PB | |
| 23/05/2022 | NP | | | | |
| 24/05/2022 | | | | PB | |
| 25/05/2022 | | | NP | | |
| 26/05/2022 | | PB | | | |
| 28/05/2022 | | | | | NP |
| June | | | | | |
| 01/06/2022 | | | PB | | |
| 2/06/2022 | | | | | NP |
| 03/06/2022 | | | | PB | |
| 04/06/2022 | | NP | | | |

R. Das

HOD

Dept. of Computer Science
N.N. Saikia College

Notice
01/06/2022

It is hereby informed to all the taking the certificate course on *Computer Awareness for Competitive Examinations* that the final examination of the course will be held on 9th of June 2022 from 1:30 pm to 3:30 pm.

| | | |
|------------|---|--------------|
| 09/06/2022 | <i>Computer Awareness for Competitive Examinations (ACCA-3)</i> | 1:30-3:30 pm |
|------------|---|--------------|

Department of Computer Application
N.N Saikia College, Titabar
R. Reddar
HOD
Deptt. of Computer Science
N.N. Saikia College



MANDANATH SAIKIA COLLEGE

HABAR

Final

Examination 2022

Address
09/06/22

Name of Student: Mansi Date: 20/06/22

Class: BBA Roll No: 120 Stream: Auto

Subject: Computer Paper: C.P./comp/51 Marks Secured: 43/50

Q.1/

(i) Ans: (a) Latin

(ii) Ans: (b) Alan Turing

(iii) Ans: Param

(iv) Ans: John von neuman

(v) Ans: FLOPS

(vi) Ans: (c) All of the above

(vii) Ans: Robotics

(viii) Ans: False

Rddar

HOD

Deptt. of Computer Science
N.N. Saikia College

**Grade Sheet of the Certificate Course on
Computer Awareness for Competitive Examinations**

| Sl. Nos | Name | Roll. Nos | Male/Female | Grade |
|---------|---------------------|-----------|-------------|-------|
| 1 | Jutika Das | 75 | F | A |
| 2 | Piku Moni Das | 122 | F | A |
| 3 | Gaurav Gogoi | 151 | M | B |
| 4 | Dimpi Saikia | 69 | F | A |
| 5 | Kashmiri Dutta | 59 | F | B |
| 6 | Popy Kachari | 68 | F | A |
| 7 | Boishali Gogoi | 51 | F | A |
| 8 | Sahil Hussain | 47 | M | B |
| 9 | Bidyut Bikas Das | 32 | M | A |
| 10 | Mala Dutta | 26 | F | B |
| 11 | Parinita Chutia | 14 | F | A |
| 12 | Bonoshree Bora | 48 | F | A |
| 13 | Lipika Kataki | 56 | F | B |
| 14 | Antora Saikia | 88 | F | B |
| 15 | Rimjim Kachari | 101 | F | A |
| 16 | Monika Bora | 117 | F | A |
| 17 | Sibani Saikia | 105 | F | A |
| 18 | Rimli Borah | 113 | F | B |
| 19 | Debajani Bora | 119 | F | A |
| 20 | Rani Prasad | 123 | F | A |
| 21 | Ankur Das | 31 | M | A |
| 22 | Priyanka Gogoi | 45 | F | A |
| 23 | Anurag Bhumij | 54 | M | A |
| 24 | Pahari Saikia | 62 | F | B |
| 25 | Nilpaban Buragohain | 03 | M | A |
| 26 | Himadri Rajbonshi | 108 | F | A |
| 27 | Priya Baruah | 77 | F | A |

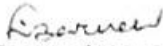
R. D. Das
HOD
Deptt. of Computer Science
N.N. Saikia College

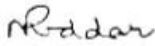



CERTIFICATE

Computer Awareness for Competitive Examinations
Department of Computer Science
N.N. Saikia College, Titabar

This is certify that Mr./Miss/Mrs. _____
_____ of B.A 6th Semester has successfully completed
30 hours add-on course on "Computer Awareness for Competitive
Examinations" conducted by the Department of Computer Science, N.N.
Saikia College, Titabar .


Dr. Litoal Baruah
Principal
N.N.Saikia College, Titabar


Mr. Nilotam Poddar
HoD, Department of Computer Science
N.N.Saikia College, Titabar


HOD
Deptt. of Computer Science
N.N. Saikia College