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PANCHTHUPI HARIPADA-GOURIBALA COLLEGE

P.O. - PANCHTHUPI D DIST. - MURSHIDABAD

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A Report on Computing Skills

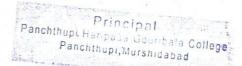
Students can use computer skills to help them research, analyze and solve complex problems. Computing includes designing and building hardware and software systems for various purposes; processing, structuring, and managing various kinds of information; doing scientific studies using computers; making computer systems behave intelligently; creating and using communications and entertainment media.

We highlight those things in Computing skills. These are as follows:

- 1. Add skills relevant to the academic purposes as well as job posting;
- 2. Be specific;
- 3. Provide concrete examples;
- 4. Use action verbs;
- 5. Identify computer skills you need to learn.

Panchthupi Haripada Gouribala College introduced the computer learning program in the academic year of 2018-2019. All the first-semester students are involved in the program. A syllabus has been composed for the said program. There are 509 students who will have to benefit from the program.

Soma Mukhopadhyay





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PANCHTHUPI HARIPADA GOURIBALA COLLEGE PANCHTHUPI, MURSHIDABAD

Syllabus:-(Theory) Group -A: Computer Fundamental

- i) Introduction to Computer: Definition of Computer System, Functions, Characteristics & Applications and Difference between Information & data.
- ii) Hardware: Parts of Computers: CPU, Primary and Secondary storage, I/O devices, Bus structure.
- iii) Software: System and Application.
- **Computers:** Super, Mainframe, Mini and Personal Computer, Introduction to Programming language: Machine Language, Assembly Language, and High Level Language, Translators: Compiler, Assembler & Interpreter
- V) Number System & Codes: Number representation: Binary, Octal, Decimal, Hexadecimal, Binary Coded Decimal (BCD), and Conversion of bases.
- vi) Binary Operation: Addition, Subtraction, Multiplication & Division

Group - B: Data Communication & Computer Network, Internet Technologies

- i) Data Communications: Components of data communications, Fundamental Characteristics. Computer Network: Definition of Network, Criteria and Advantages of networking, Network Categories: LAN, MAN & WAN, Network topologies: Mesh.
- **ii) Internet and Intranet:** Network Devices: Hub, Switch, Bridge, Repeater, Router, Gateway and Modem, Servers and Clients, Internet Service Providers.
- iii) E-mail:Creating Account, sending and receiving mails, voice and video

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Panchthupi, Murshidabad

conferencing, www, Browsers and IP Address.

(Practical)

Group - A: Computer Fundamental

i) Familiarity with single user and multi user operation systems.

DOS: Internal and External commands, File name and extension, Batch file creation, Command line arguments, System Configuration.

WINDOWS: Menus, Folders, Program manager, File Creation, View and sort files. Operating Systems: Windows 7 or latest version.

Familiarity with Window based PC SoftwareWord Processing -- Creating documents using Menus and Toolbars, Spreadsheet, Document Presentation Software. Tools: Ms Office 2007

Group - B: Data Communication & Computer Network, Internet Technologies

- i) E-mail: Creating Account, sending and receiving mails
- ii) Computer Network: Definition of Network, Criteria and Advantages of networking, Network Categories: LAN, MAN & WAN, Network topologies: Mesh, Star, Ring, Bus and Tree, Transmission mode, Transmission Media, Layered architecture: OSI and TCP/IP architecture.
- iii) Internet and Intranet: Network Devices: Hub, Switch, Bridge, Repeater, Router, Gateway and Modem, Servers and Clients, Internet Service Providers, voice and video conferencing, www, Browsers and IP Address.

Soma Mulchopadhyoy 19.4.2023

Principal
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