



Ph. - (03484) 271350

(M) - 919475681450

Fax - 03484 - 271350

email - panchthupi.phgc.@gmail.com

PANCHTHUPI HARIPADA-GOURIBALA COLLEGE

(ESTD. - 1996)

P.O. - PANCHTHUPI □ DIST. - MURSHIDABAD

PIN - 742161

Ref.

Date

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
16.5.2023

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad



PANCHTHUPI HARIPADA GOURIBALA COLLEGE

[ESTD: 1996]

P.O. PANCHTHUPI. DIST: MURSHIDABAD PIN: 742161

e-mail id: panchthupi.phgc@gmail.com

Website: panchthupihgcollege.in

Ph: 9475681450

**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.
- iv) **Generation of 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

Soma Mulchopadhyay
19.4.2023
Principal
Panchthupi Haripada Gouribala College
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.
- ii) Familiarity with Window based PC Software Word 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 Mulchopadhyay
19.4.2023

Principal
Panchthupi Haripada Gouribala College
Panchthupi, Murshidabad