



COMPUTER FUNDAMENTALS AND MS WORD

Name of Course: COMPUTER FUNDAMENTALS AND MS WORD

Duration: 30 Hrs.

Offered by: Ramakrishna Sarada Mission Vivekananda Vidyabhavan and Sri Sarada Math Rasik Bhita

Eligibility: 10 + 2 Passed and RKSMVV Students

Course Fee – Nil

Course Overview:

This course serves as an introduction to the fundamental concepts of computing and the utilization of Microsoft Word. It is designed to equip students with the foundational knowledge and practical skills necessary to navigate the digital landscape effectively. The course will cover essential topics such as computer hardware and software, operating systems, file management, basic troubleshooting, and the Microsoft Word application. Throughout the course, students will engage in hands-on exercises, practical demonstrations, and real-world applications to reinforce their understanding of computer fundamentals and MS Word. By the end of the course, students will have gained the confidence and competence to navigate computer systems proficiently and utilize Microsoft Word to create professional documents effectively.

Course Objectives:

- To introduce the students to the basics of computer knowledge namely the fundamentals of a computer, the hardware and the software.
- To provide the student with the knowledge of learning how to operate the computer.
- To provide the students with the knowledge of MS word, its uses and its applications.

Syllabus in Modules:

Computer Fundamentals & MS Word		
Module	Content	Duration(Hrs.)
1	Computer Fundamentals	4
2	MS-WORD <ul style="list-style-type: none">• Text Formatting• Save as, spelling and grammar, find and replace• Page setup(size, margin, orientation, border, colour)• Bullet, numbering, shading• Sort, symbol, paragraph borderAlignment, indentation, spacing• Header and footer• Table & table tools (design)• Table tools(layout), watermark, footnote• Picture, shape, wordart• Dropcap, column	19

3	INTERNET <ul style="list-style-type: none"> • internet browsing, risk of visiting and downloading from unknown sites, search • copy content • email account creation, its features and settings 	6
Assessment		1
Total duration		30

Resource Persons:

Sanhita Pal, Faculty, Computer Training, Sri Sarada Math Rasik Bhita

Ishani Dutta, Faculty, Computer Training, Sri Sarada Math Rasik Bhita

Learning Outcomes:

- To enable the student to understand the fundamentals of computer and comprehend computer terminologies.
- To enable the student to understand the functions of internal parts of computer.
- To enable the student to identify and understand the function of various Input/ Output Devices and the differences between different storage devices.
- To enable the student to understand the concept of word processor and how it works.
- To enable the students to master the art of typing, editing, paragraph formatting etc.

Assessment Procedure:

Three Formative Assessments' scores are provided as percentages. The Total Grade is determined based on the overall performance across all assessments. The Continuous Assessment column provides a general evaluation of the students' participation, engagement and adherence to deadlines throughout the course.

Grading criteria along with the corresponding percentage ranges:

A: 90%-100%

B: 80%-89%

C: 70%-79%

D: 60% - 69%

F : Below 60%