



Dr. Saurabh Dutta
Inspector of Colleges
Bankura University
Main Campus, Bankura Block-II
P.O.: Purandarpur, Dist.: Bankura
Pin: 722155 (W.B.), India
E-mail: ic@bankurauniv.ac.in
Phone: 9433411450/9647650561
Website: www.bankurauniv.ac.in

Ref. IC/BKU/Permission/CC/2021/07

Date: 08/03/2021

To
The Principal
GOBINDA PRASAD MAHAVIDYALAYA
AMARKANAN, BANKURA - 722133

Grant of Permission to introduce a Certificate Course on "Training of Computer Based Learning" in collaboration with Bankura University

Reference to letter GPM/25/2021 dated 06/03/2021, undersigned is directed to provide the grant of permission to introduce a Certificate Course on **Training of Computer Based Learning** in collaboration with Bankura University subject to the following conditions:

- No additional fee shall be charged for the students, who will be enrolled for the course.
- The lecture hours for the course and the same for the ongoing other degree courses shall not happen at the same time.
- No financial obligation shall be taken by Bankura University for the execution of the course.
- A report with the following set of data needs to be submitted to Bankura University immediately after the completion of one cycle of the course:
 - The date of commencement of the course
 - The list of students enrolled for the course
 - The list of students successfully completed the course

Dr. Saurabh Dutta
Inspector of Colleges
Bankura University

Dr. Saurabh Dutta
Inspector of Colleges
Bankura University

Copy to:
Registrar, Bankura University
Vice Chancellor Secretariat, Bankura University

GOBINDA PRASAD MAHAVIDYALAYA
NAAC ACCREDITED B+ College
P.O-AMARKANAN, BANKURA, W.B.

**Six Months Certificate Course on "Training of Computer Based Learning" conducted by
the Department of Education, Gobinda Prasad Mahavidyalaya in
collaboration with Bankura University**

COURSE OUTLINE

Training of Computer Based Learning

MODULE I: Basic knowledge of Computer

- Computer and its accessories, Function of various accessories
- Concept of Hardware, Software, Operating System and Anti Virus
- Concept of Network, Internet, Wi-Fi, E-mail and Web Page
- Structure and Functions of Projector
- Concept of Smart Classroom

MODULE II: Computer Application

- Needs of Computer, uses of Computer in classroom learning
- Application and internet browsing in Education at modern society
- Application of Computers in Education. CAL, CAL, CBI, CML

MODULE III: Practical aspects of computer

- **MS Word:** Formatting Text, Insertion of Page numbers, Word art, Clip Art, Print option
- **MS Excel:** Addition, Subtraction, Multiplication, Division - row and Column wise, Calculate Average & Percentage, input and Editing Graph and Table, Concept of inserting various formulas
- **MS Power Point:** New Slide Creating, Slide deleting, Slide rearrangement, Slide Formatting, Slide Design, Insert table, image, clip art, word art at the slide, slide animation, Slide show.
