

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: CAI, CAL, CBT, 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.
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