

Rajarshi Shahu College of Pharmacy, Buldana



Department of Computer *Organized*

“Certificate Course of Hands on Computer Hardware and software’s”

(01/02/2019-06/02/2019)

To establish and define an internal training program and to ensure the competency of computer software and hardware. Training is the key factors for hands on important hardware and software tools.

Coordinator

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I. INTRODUCTION

There are several differences between computer hardware and software. However, the fundamental difference between hardware and software is that hardware is a physical device something that you're able to touch and see. For example, the computer monitor or the mouse you're using to navigate is considered computer hardware.

The main objective of course is

1. To study computer fundamental
2. To study different computer software
3. To study computer hardware
4. To study different application to analyze data

Course description:

This course provides foundational understanding of how computers process information through hardware and software. You will investigate the world of Information Technology (IT) and survey hardware components, mobile devices, operating systems, programs and apps, network fundamentals, the Internet, and touch on security and ethics..

Course objectives:

The main objectives of the course are to:

- Introduce students to the digital world by considering fundamental computer hardware and the most popular microcomputer applications
- Explain systems and applications software.
- Introduce and practice file management, data storage and security principles.
- Consider basic operating system features (using the Windows environment).
- Give students hands-on experience on popular application software packages, which may include word processing, electronic spreadsheets, database management, presentation graphics, statistical applications and other

Learning Outcomes:

After completion of the course students are expected to be able to:

- Understand basic computer hardware fundamentals.
- Understand and practice file management principles.
- Become proficient in the use of the windows environment.
- Create word processing documents and understand word processing fundamentals.
- Use an electronic spreadsheet to solve relevant problems. Prepare graphs to present important facts.
- Use presentations graphics software to prepare attractive presentation.

II. Course Content

1. Brief introduction to computers: an overview, components (hardware, software, people ware, data, procedures) and characteristics.
2. Operating systems. Disk and file management. Other operations. (Using WINDOWS)
3. Word processing. Document manipulation including: formatting, editing, printing, referencing, reviewing, etc. (Using Microsoft Word for Windows or other software package)
4. Electronic spreadsheet. Electronic spreadsheet manipulation including: using formulas and functions, block operations, formatting, creating graphs, etc. (Using Microsoft Excel for Windows or other software package)
5. Google form and all functions to gather and analyze data.

6. III. COURSE SCHEDULE

Day 1 Monday: Feb 1

- **11.00 am – 12.00 pm** Inauguration and brief introduction about course
- **12:00 pm – 04:00 pm** Brief introduction to computers: an overview, components (hardware, software, people ware, data, procedures) and characteristics
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Day 2 Tuesday Feb 2

11:00 am – 04:00 pm Introduction of Operating systems. Disk and file management. Other operations. (Using WINDOWS)

Day 3 Wednesday Feb 3

7. **11:00 am – 04:00 pm** Word processing. Document manipulation including: formatting, editing, printing, referencing, reviewing, etc. (Using Microsoft Word for Windows or other software package)

Day 4 Thursday Feb 4

- **11:00 am – 04:00 pm** Introduction Electronic spreadsheet. Electronic spreadsheet manipulation including: using formulas and functions, block operations, formatting, creating graphs, etc. (Using Microsoft Excel for Windows or other software package)

Day 5 Friday Feb 5

- **11:00 – 04:00 pm** Google form and all functions to gather and analyze data

Day 6 Saturday Feb 6

- **11:00 – 04:00 pm** Demonstration of All studied tools.

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