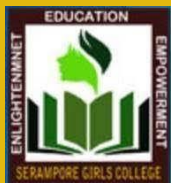


CERTIFICATE/VALUE ADDED COURSE:

**Certificate in Computer Application (CCA)
2022-2023**

CRITERIA 1.2.1



Serampore Girls College

13, T.C. Goswami Street,
Serampore, Hooghly – 712201, West Bengal
Re- Accredited by NAAC : Grade B (2nd Cycle)
Email: serampore_girls_college@yahoo.co.in
Website: www.seramporegirlscollege.org

Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

NAAC Criteria 1.4.1



REPORT ON Certificate Course in Computer Application (CCA)

Academic Session: 2022-2023

Certificate in Computer Application conducted by Serampore Girls' College and West Bengal Electronics Industry Development Corporation Limited (WEBEL) Govt of West Bengal Undertaking)

a. **Name of Course:** Certificate in Computer Application (CCA)

b. **Venue: Room no:** Computer Center, New Building, Serampore Girls' College

b. **Course Objective:**

Students will learn

1. Computer Fundamental
2. Operating system (windows)
3. MS office package (Word, Excel, PowerPoint)
4. HTML

c. **Admission fees:** Rs. 120 / per month

d. **Date:** 3/12/2022 to 31/05/2023

e. **Duration:** 6 months (150 hours)

f. **Enrolled number of students:** 145

g. **No of students passed:** 93

h. **Date of exam:** 26/05/2023 and 31/05/2023

i. **Name of Teachers:**

a) Ruchira Roy, West Bengal Electronics Industry Development Corporation Limited (WEBEL)

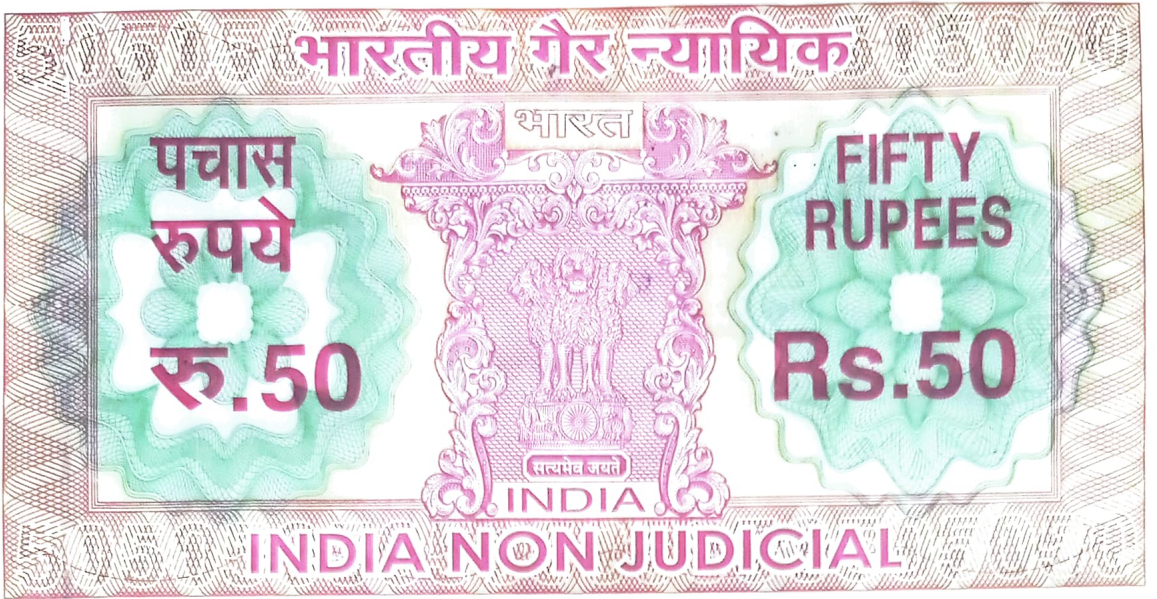
j. **Course Outcome:**

After the course completion students were enabled with

1. Computer Fundamental
2. Operating system (windows)
3. MS office package (Word, Excel, PowerPoint)
4. HTML

Soma Roy,
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal



পশ্চিমবঙ্গ পশ্চিম বঙ্গাল WEST BENGAL

AE 247789

AGREEMENT

This agreement was made on this day of 20/9/2022, between "Serampore Girls College" having its registered office at **13, T. C. Goswami Street, Serampore, Hooghly - 712201**. West Bengal hereafter called "College" and Webel Technology Ltd. Block BP, Plot - 5, Sector V, Salt Lake City. Kolkata 700091, hereafter called "WTL", whereas "WTL" has approached the College for conducting Certificate course in Computer Application and Programming (CCAP) inside the college premises and the College has agreed to hire the services of "WTL" for the said programme; whereas both "WTL" and the College have agreed to decide the terms and conditions of the said agreement in writing to avoid any dispute. Now this agreement witnessed and the parties here to have agreed as follows we hereby agree to abide by the terms as laid down hereunder.

Thanking you


(Paramita Roy)
Project Executive (In charge.)




Principal
Serampore Girls' College
Serampore, Hooghly

Serampore Girls College
Serampore, Hooghly

In witness whereof, the parties have set and subscribed their respective hands and seals the day, month and year first above written, in the presence of: -


1. Witness

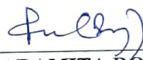
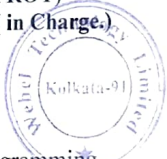
Mithua Chakraborty
20/9/22


Soma Roy, 20/9/22
Signed by the hand of Principal,
On behalf of the "Serampore Girls' College"
Principal
Serampore Girls' College
Serampore, Hooghly

2. Witness

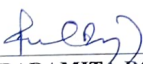

Shyamal Kumar Saha
20/9/22
Serampore Girls College
TEACHER COUNCIL SECRETARY

Mithua Chakraborty, 20/9/22
Signed by the hand of Project Coordinator
On behalf of "Webel Technology Limited"



(PARAMITA ROY)
Project Executive (in Charge.)


We hereby confirm having agreed to handle our entire Computer Awareness Programming through your Computers to be installed at the College premises.

Thanking you


(PARAMITA ROY)
Project Executive (in Charge.)


Soma Roy,
Principal
Serampore Girls' College
Serampore, Hooghly

Serampore Girls' College

13, T.C. Goswami Street Serampore Hooghly - 712201 West Bengal

NAAC Criteria 1.4.1



Certificate Course in Computer Application (CCA) Classroom

Soma Roy.
Principal
Serampore Girls' College
Serampore, Hooghly

Signature of Principal

Webel Syllabus - Computer Applications

ASSUMPTION:

NUMBER OF TOTAL STUDENTS – 500, NUMBER OF TEACHERS – 1 or 2, CLASSES – MONDAY TO FRIDAY, NUMBER OF CLASSES/DAY – 2, DURATION OF EACH CLASS – 1 HOUR, STUDENTS CAPACITY OF EACH CLASS – 50 (MAXIMUM)

1ST (6TH MONTHS) __ 150HRS.

1. Computer Fundamentals & Operating System

i) Basics of Computer Hardware:

- Computer - Origin and Applications
- Functioning of a Computer
- Memory System
- I/O devices and their functions

ii) Basics of Computer Software:

- Software Evolution
- Operating System Concepts
- Concept of Programming Languages
- Computer Applications

2. MS Office Package [Word, Excel, PowerPoint]

i) Word Processor:

- Basic Operations (Font selection, Justification, Spell check, Table, Indentation, Layout)
- Table of Contents, Insert Images
- Mail Merge, Printing

ii) Excel:

- Data entry, Data editing and Basic Formulas
- Functioning
- Graphics

iii) PowerPoint:

- Basic operations & Layout
- Animation and Sounds
- slideshow & Design changes

3. CSS

4. HTML

5. Projects

6. Exam.

2ND (6TH MONTHS) __ 150HRS.

1. Advance Excel

2. Photo Editing Tools [Photoshop]

- Basic Photo Corrections
- Crop and resize images, Add text to images
- Basic idea about the tools
- Basic idea about Layer
- Create and use gradients
- Work with color to edit and manipulate images
- How to use filters to manipulate the look and feel of images

3. Internet Technologies

i) Networking and Internet

- Basic of Networking Concepts, Advantages of Networking
- Topologies, LAN, MAN, WAN, Basic model of Networks, Network
- Devices
- Web addresses, DNS, IP addresses

ii) Web Applications

- Browsing, E-mail, Messenger/Chat
- Blogging, E-Learning and wiki
- Social Networking media

4. Video Editing

5. Projects

6. Exam.

Class Time: Total 300 Hrs.

Per Day	- 2Hrs. (1hr. Theory & 1hr. Practical)
Week	- 6 Hrs.
Months	- 24 Hrs.
6 Months	- 144 Hrs. + 6 Hrs. Project and Exam.



SERAMPORE GIRLS' COLLEGE

13, T.C, GOSWAMI STREET, SERAMPORE, WEST BENGAL 712201

In collaboration With

WTL

WEBEL TECHNOLOGY LIMITED

(A Govt. of West Bengal Undertaking)

ANISO 9001:2008, ISO 27001:2013 and CMMI Level 5 certified.

Plot-5, Block -BP, Sector-V, Salt Lake City, Kolkata-700091

CERTIFICATE

This is to certify that *Sanchita Karmakar* of Serampore Girls' College
has successfully completed the Course of "Certificate in Computer Application" for the session of "2022 – 2023"
and obtained Grade "A"

(DR. SOMA ROY)

Principal
SERAMPORE GIRLS' COLLEGE

Principal
Serampore Girls' College
Serampore, Hooghly

(SHYAMAL KUMAR DARIPA)

Coordinator
SERAMPORE GIRLS' COLLEGE

Convener
Skill Development Committee

(PARAMITA ROY)

Project in Charge
Webel Technology Limited