



**CHRIST**  
COLLEGE (AUTONOMOUS)  
IRINJALAKUDA, KERALA  
Reaccredited by NAAC with 'A' grade

## DEPARTMENT OF COMPUTER SCIENCE CERTIFICATE COURSE DETAILS

NAME OF THE COURSE	COURSE CODE	OFFERED BY	COURSE COORDINATOR
COMPUTER FUNDAMENTALS AND ICT SKILL TRAINING	CPFOU02	DEPARTMENT OF COMPUTER SCIENCE, CHRIST COLLEGE(AUTONOMOUS), IRINJALAKUDA	VIJI VISWANATHAN

### COURSE DETAILS

**ELIGIBILITY: PLUS TWO**

**TOTAL HOURS:30 HOURS**

**DURATION: 2 MONTHS**

### ABOUT COLLEGE

Christ College (Autonomous), Irinjalakuda established in the year 1956 by CMI fathers has always been a place where young generations are moulded towards a bright future. College has excellent infrastructure, with state of the art laboratories, seminar rooms and lecture halls. The campus is Wi-Fi enabled. Presently College is home for 4500+ students, 200 teaching staff and 45 supporting staff. The strength of the College lies in its hardworking and tech savvy teachers who are eager to involve in all matters of students. The lush green campus with gardens and open gym is moving towards the next phase on education both offline and online.

### WHAT IS THE COURSE?

The main objective of this course is to give the basic knowledge of the computer software and hardware, about different services provided by GOOGLE, Microsoft Word, Power Point, Excel, and about online payment mode.



## SCOPE OF THE COURSE

1. Aware of Computer Hardware and Software
2. Familiarize Google Services
3. Familiarize Microsoft
4. Acquaint more than one online payment method
5. Introduce open educational resources

## LEARNING OUTCOMES

1. Able to make a Presentation.
2. Able to create their own CV
3. Can use Excel in an efficient way
4. Can expertise in Google Services like Gmail, Google Doc, Google Form and Google Classroom
5. Can enrol in and get certified in global universities

## COURSE OUTLINE

1. Introduction to Computer Hardware and Software
2. Microsoft Word, Excel, Power Point
3. Google Services
4. Online Payment Modes
5. Introduce open educational resources, OER Contents, MIT Open Course Ware, Coursera, EdX, Christ Open Course Ware, IITs & IISC (NPTEL)

## COURSE MODULES

### MODULE 1

Fundamentals – Hardware-familiarizing the motherboard, ports, keyboard, mouse, Software - introduction to important software and its uses. How to switch on and shut down a system, how to connect a projector.

### MODULE 2

Msoffice – Word, Power Point, Excel, Assignment- cv making, marksheet, presentation

### MODULE 3

Google search, advanced search, Gmail, google drive, google doc, google sheet, google slide, google form, google quiz, google classroom, conversion, compression, google meet. Assignment- Link google form and google sheet, conduct online survey and analysis

### MODULE 4

Online payment, one-time registration in PSC.

### MODULE 5

Introduction to Open Educational Resources, OER contents, How to enroll and get certified from leading global universities, MIT OpenCourseWare, Coursera, EdX, Christ OpenCourseWare, IITs & IISC (NPTEL)

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