Yagyodaya Dudhnath Tharu Multiple Campus

Suddhodhan-3, Rupandehi

A Non-Credit Course Curriculum

of

Basic Computer Applications

Course Description:

This non-credit computer education course aims to provide college students with essential computer skills and knowledge to enhance their academic performance, personal productivity, and future career prospects. By focusing on practical applications and hands-on learning, students will develop the confidence and competence to navigate the digital world effectively and succeed in their academic and professional endeavors.

Course Objectives:

The objective of this course is to equip college students with practical computer skills essential for academic success, personal productivity, and future career readiness.

- To familiarize students with computer hardware components and basic operations.
- To introduce students to file management and organization techniques.
- Utilize basic keyboarding skills for efficient typing.
- To provide hands-on training in common software applications, including word processing, PowerPoint presentation and spreadsheet software.
- To provide official documentation preparation guidance.
- To provide skills of report preparation according to APA guidelines and presentation.
- To provide skills of data analysis in pivot table.
- To provide skills of creating slide presentations and image editing.
- To guide students in understanding internet usage, web browsing, and online security best practices.
- To guide students in using AI tools and their benefits.
- To guide students of official professional email writing and digital email signature.
- Communicate effectively through email and online collaboration platforms.
- To develop participants' confidence and proficiency in using a computer for personal and professional purposes.

Course Outline:

Module 1: Computer Fundamentals (2 Weeks)

1. **Introduction to Computers**
    o   Overview of computer hardware and software
    o   Understanding operating systems and user interfaces
2. **File Management Skills**
    o   Navigating file systems and directories
    o   Creating, organizing, and managing files and folders
3. **Basic Typing Skills**
    o   English Typing
    o   Nepali Typing

Module 2: Word Processing (3 Weeks)

1. **Word Processing Basics**
    o   Introduction to word processing software (Microsoft Word, Google Docs)
    o   Document creation, formatting, and basic editing.
    o   Creating and editing resumes, essays, and reports.
    o   Prepare report as per the requirements of APA formatting.

Module 3: Spreadsheet (2 Weeks)

1. **Spreadsheet Fundamentals**
    o   Basics of spreadsheet software (Microsoft Excel, Google Sheets)
    o   Data entry, formatting, and simple calculations
    o   Cleaning Dirty Data & Messy Data
    o   Data analysis through Pivot Table

Module 4: Slide Presentation and Designing (2 Weeks)

1. **PowerPoint Slide**
    o   Basics of presentation software (Microsoft PowerPoint, Google Slides)

- o Designing slides with text, images, and multimedia elements.
- o Create presentation and design.
- o Effective presentation delivery techniques.

2. **Basic Graphic Designing**
   - o Photoshop Basics
   - o Canva Basics

Module 5: Internet, Email and AI tools (3 Weeks)

1. **Introduction to Internet Use**
   - o Web browsing techniques and internet navigation.
   - o Online safety and best practices for data security

2. **Email Etiquette and Communication**
   - o Email best practices: composing, sending, and managing emails.
   - o Using email features such as attachments, folders, and filters.
   - o Professional communication skills in academic and professional settings.

3. **AI Tools**
   - o Basics of AI tools
   - o Chat GPT
   - o Copilot

4. **Final Project and Review**
   - o Students work on a final project integrating skills learned throughout the course.
   - o Presentation of final projects and peer feedback.
   - o Review of course content, Q&A session, and discussion of further learning opportunities.

Course Format:

Each session will include a mix of instructor-led presentations, hands-on exercises, group discussions, and Q&A sessions. Assignments may include practical tasks, quizzes, and short projects to reinforce learning and assess skill development.

Duration: This course will be conducted over a 12-week period, with each module being covered in a two to three-week timeframe.

Instructor-led Sessions: Instructor-led sessions, including lectures, demonstrations, and interactive activities.

Hands-on Activities: Practical exercises and projects to apply concepts and develop skills.

Group Discussions and Collaborative Work: Opportunities for students to engage in discussions and collaborate on assignments.

Prerequisites:
No prior computer experience or knowledge is required for students in this course. Students are expected to have access to a computer with the necessary software applications installed, as well as internet access for web-based activities.

Assessment:

Course assessment will be based on participation, completion of assignments, and engagement in class activities. There will be no formal exams, as the focus is on practical skill development and application. Participants will be evaluated based on their practical demonstration of computer skills, completion of assignments, and active participation in classroom sessions.

Instructor:
The course will be led by an experienced instructor with a background in computer training and education.

Certificate of Completion:

Upon successful completion of the course requirements, students will receive a certificate of participation in "BASIC COMPUTER APPLICATION."

Conclusion:

This non-credit computer education course is designed to equip college students with practical computer skills and knowledge essential for academic excellence, personal productivity, and future career readiness. Upon completion of the Non-Credit Course, students will have developed a strong foundation in computer literacy, digital skills, and critical thinking abilities. Through a combination of hands-on learning, real-world applications, and collaborative activities, students will develop the confidence and competence to navigate the digital landscape effectively and succeed in their everyday life, academic and professional pursuits.