



Phone 0474 2712240
Fax 0474 271181
E-mail tkmarts@gmail.com
PB NO 1300
Website www.tkmcas.ac.in

T.K.M. COLLEGE OF ARTS AND SCIENCE

Kollam-691005, Kerala

Ref:

Date:

DEPARTMENT OF ISLAMIC HISTORY

CERTIFICATE COURSE IN BASIC COMPUTER APPLICATIONS

FOR THE ACADEMIC YEAR 2023-24

**COURSE COORDINATOR:
Dr. FINSER K MUHAMMED
Assistant Professor**

T.K.M. College of Arts and Science, Kollam
Department of Islamic History

CERTIFICATE COURSE IN BASIC COMPUTER APPLICATION

COURSE CONTENT:

- Introduction to Computer Systems
- Basic Computer Concept - Characteristics of Computers
- System Softwares
- Application Softwares
- Microsoft Office
- Features of major LMS platforms

COURSE DURATION : 30 HOURS

COURSE CO-ORDINATOR:

Dr. Finser K Muhammed

Assistant Professor in Islamic History

✉ finser@tkmcas.ac.in ☎ 9745275717

DEPARTMENT OF ISLAMIC HISTORY
Certificate Course in Basic Computer Application

REPORT 2023-2024

In the academic year 2023-2024, the Department of Islamic History conducted a Certificate Course in Basic Computer Application. The course is offered to Fourth semester B.A. Degree Islamic History students, on 25th September 2023.

The course was structured as focusing on a specific aspect of basic computer application. The instructor utilized a combination of lectures, demonstrations, hands-on exercises, and interactive discussions to engage participants effectively. Each module built upon the previous one, allowing participants to gain a comprehensive understanding of computer usage throughout the course.

The Basic Computer Application Certificate Course successfully equipped participants with essential computer skills and digital literacy. By the end of the course, participants gained confidence in using computers for personal, educational, and professional purposes. The hands-on approach and interactive learning techniques fostered an engaging and rewarding learning experience for all participants, making them more digitally capable in today's technology-driven world.

Course Duration: The course duration was 30 hours and includes lectures, interactive sessions, video presentations and talks by faculties from the Department faculties.

Assessment: An examination was conducted and certificate provided to those who qualified the exam. Grades were awarded on following basis:

80% and above - A Grade


60-79% - B Grade

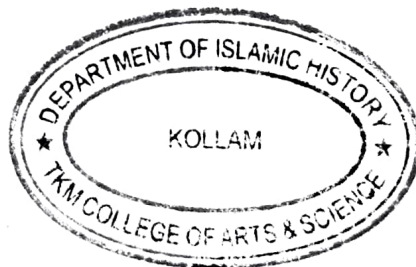
50-60% - C Grade


Out of 46 students enrolled, 40 students secured A grade; 4 students secured B grade; and 2 students secured C grade.

Classes were engaged by the following faculties in the department.

Dr. Finser K. Muhammed, Assistant Professor in Islamic History (Course Co-Ordinator)


Course Co-Ordinator




Head of the Department
Dr. Shajitha S.



DEPARTMENT OF ISLAMIC HISTORY

Meeting Minutes

The department meeting held on 26/08/2023 to discuss and facilitate the smooth conduct and the framing of the syllabus and the curriculum of Certificate course being offered by the department hereby submits the following recommendations.

1. A Board of Studies shall be constituted to frame the syllabus and the curriculum of the certificate courses offered by the Department. The names of the following faculties are recommended to be included on the board.

Dr. Shajitha S	Assistant Professor & Head, Department of Islamic History T.K.M. College of Arts and Science, Kollam
Dr. Finser K Muhammed	Assistant Professor, Department of Islamic History T.K.M. College of Arts and Science, Kollam
Dr. Scintila N. J.	Assistant Professor, Department of Islamic History Maharaja's College, Ernakulam
Sajeena Beevi A	Guest Lecturer, Department of Islamic History T.K.M. College of Arts and Science, Kollam

2. The name of Prof. Shajitha S, Assistant Professor, Department of Islamic History is recommended as the department level Coordinator of Certificate Course. The permanent and the guest faculty members of the department of Islamic History shall be assigned the charge of instructors for different courses.

The aforesaid recommendations are submitted for consideration and further approval of the academic committee.

Minutes submitted by: Head, Department of Islamic History


Dr. Shajitha S.

Minutes approved by: Principal



T.K.M COLLEGE OF ARTS AND SCIENCE, KOLLAM
DEPARTMENT OF ISLAMIC HISTORY

CURRICULUM FOR CERTIFICATE COURSE IN BASIC COMPUTER
APPLICATIONS

Course Title: Certificate Course in Basic Computer Application

Course Overview:

The Basic Computer Application short-term course is designed to provide students with fundamental knowledge and practical skills in using computers effectively. The course targets individuals who have limited or no prior experience with computers, aiming to empower them with essential digital literacy and proficiency in various software applications.

Course Duration: Approximately 30 hours (can be adjusted based on the program's structure)

Course Objectives:

1. Introduce participants to the basics of computers, including hardware, software, and operating systems.
2. Familiarize participants with essential computer terminologies and concepts.
3. Develop participants' typing skills to improve productivity and efficiency.
4. Introduce file management, including creating, organizing, and managing files and folders.
5. Introduce participants to using email, understanding email etiquette, and managing email accounts.
6. Explore internet browsing, search engines, and online safety.
7. Familiarize participants with word processing software for creating and editing documents.
8. Introduce participants to spreadsheet software for data entry, calculations, and basic data analysis.

Assessment:

Assessment is done through continuous evaluation (attendance and assignment) and final evaluation (MCQ test and a final project that demonstrates their proficiency in using various computer applications covered in the course).

80% and above - A Grade
60-79% - B Grade
50-60% - C Grade

Syllabus:-

Introduction to Computer System.

Basic Computer Concept - Characteristics of Computers,

Computer Organisation - Central Processing Unit - Processor Speed, Cache, Memory, RAM, ROM, Booting.

Memory- Mass Storage Devices: USB thumb drive. Managing disk Partitions, File System Input.

Devices - Keyboard, Mouse, joystick, Scanner, web cam, Output Devices- Monitors.

Printers – Dot matrix, inkjet, laser, Multimedia.

System Software - Application Software, Windows OS: Windows XP Vs Windows 7, Windows 10.

Microsoft Office

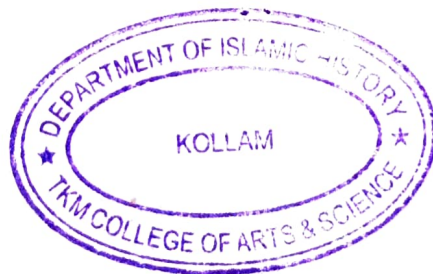
MS Word - MS Excel - MS PowerPoint - Internet & its usage.


Google Workspace – Google Docs, Forms, Presentation, Sheet

Features of major LMS platforms: Moodle, Google.

Books Recommended:

- Budd, Timothy. *Exploring Python*. McGraw-Hill Science, 2009.
- Zelle, John M. *Python Programming: An Introduction to Computer Science*. 1st ed. Franklin Beedle & Associates, 2003.




Dr. Fisseris Muhammad



Syllabus:-

Introduction to Computer System.

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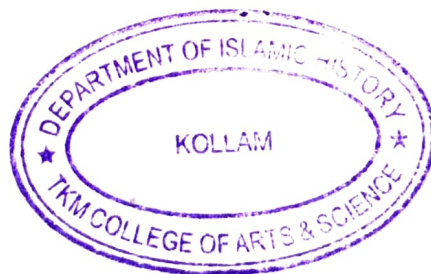
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- Zelle, John M. *Python Programming: An Introduction to Computer Science*. 1st ed. Franklin Beedle & Associates, 2003.



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A black handwritten signature, possibly reading "Dr. Fisseris Muhammed", located to the right of the stamp.



Sl. No **3001**

T. K. M. COLLEGE OF ARTS & SCIENCE

KOLLAM - 691005

Affiliated to the University of Kerala

CERTIFICATE

This is to certify that *Mr./Ms. AFSIYA A*.....
of *2021-24*..... batch with Ad. No..... *57798*.....
has successfully completed the certificate course on *Basic*.....
Computer Applications.....
conducted by the Department of *Islamic History*.....
during the academic year..... *2023-24*.....
Grade awarded..... *A*.....

Course Co-ordinator

Head of the Department

Principal

DEPARTMENT OF ISLAMIC HISTORY
Certificate Course in Basic Computer Applications 2023-24

Results

BA Islamic History 2021-2024 Batch

<i>Sl. No.</i>	<i>Roll No.</i>	<i>Admission No</i>	<i>Candidate Code</i>	<i>Name of the Students</i>	<i>Grade</i>
1	2701	57798	14121142001	AFSIYA A	A
2	2702	57833	14121142002	FARZANA NAZEER	A
3	2703	57974	14121142003	FATHIMA K	A
4	2704	57869	14121142004	FATHISHA. A	A
5	2705	57967	14121142005	SHAHINA . S	A
6	2706	58147	14121142006	SHAMSEENA S	A
7	2707	58320	14121142007	SHIYANA S	A
8	2709	57828	14121142010	ABHINAND U Y	B
9	2719	57786	14121142011	AJMI N	A
10	2721	58142	14121142013	ALFI FATHIMA S	A
11	2722	58009	14121142014	AMINA NAVAS	A
12	2710	58117	14121142015	ANILAL S	B
13	2711	58112	14121142016	AROMAL R P	B
14	2723	58079	14121142017	ARYA R	A
15	2712	57962	14121142019	ATHUL KRISHNAN R	C
16	2725	57939	14121142020	FATHIMA Y	A
17	2726	57900	14121142021	GREESHMA R	A
18	2727	57981	14121142022	HYFA . H	A
19	2728	58311	14121142023	JITHILA V R	A
20	2713	57963	14121142024	MUBEENA. M	A
21	2714	57787	14121142025	MUHAMMED HUSSAIN .F	A
22	2729	57804	14121142026	NAJIYA I	A
23	2715	58119	14121142027	O ARUN	A
24	2730	57873	14121142028	RAVEENA RAVI	A
25	2731	57901	14121142030	SALMA S	A
26	2717	58089	14121142031	SHADIN AHAMED A	B

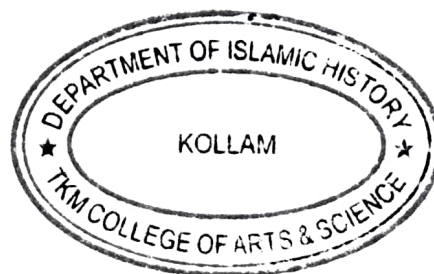
27	2732	58108	14121142032	SHIFANA HANEEF	A
28	2733	58084	14121142033	SUHANA . S	A
29	2734	57875	14121142034	ABDUL BASITH A	A
30	2742	58094	14121142035	ALFIYA SAFARJ S	A
31	2743	58128	14121142036	AMEENA S	A
32	2744	58206	14121142037	AMINA NIZAR	A
33	2745	58081	14121142038	FATHIMA B	A
34	2746	57989	14121142039	FATHIMA N	A
35	2747	58086	14121142040	FATHIMA SALEEM	A
36	2748	58104	14121142041	HASNA S	A
37	2735	57898	14121142042	JAZIR HUSSAIN .J	B
38	2737	57976	14121142043	MUHAMMAD RASHID N	A
39	2738	58242	14121142044	MUHAMMED AL AMEEN N	B
40	2739	58179	14121142045	MUHAMMED FAIZ	A
41	2749	57999	14121142047	NAJIYA N	A
42	2751	58162	14121142049	NOUFIYA N	A
43	2752	57809	14121142050	RABIA MANZOOR	A
44	2740	58341	14121142051	SAHIL SADAR	C
45	2741	57868	14121142052	SYED OBAIDULLAH BIN ALTAFA K	A
46	2753	58169	14121142053	THASNI N	A



Course Coordinator



Head of the Department


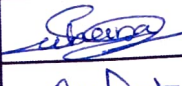
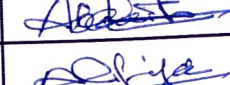
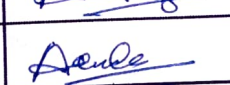
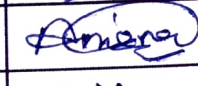

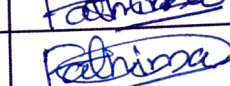
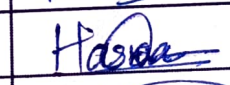
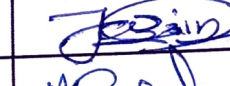
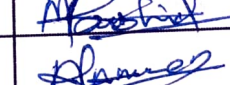
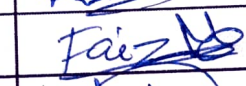


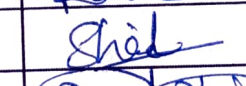
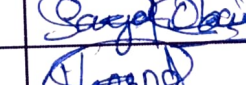


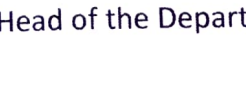





DEPARTMENT OF ISLAMIC HISTORY
Certificate Course in Basic Computer Applications 2023-24

Registration Details of Certificate Courses

BA Islamic History 2021-2024 Batch

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Course Coordinator


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