

From

The Head of the Department

Department of Computer Application

MES KVM College, Valanchery

To

The principal

MES KVM College, Valanchery

Sir,

Sub: Request for the Approval of Certificate Course

The Department of Computer Application is planning to conduct a certificate Course on "Information Technology" of 40 hours duration for the first year UG students. So kindly grant permission for the same.

Thanking You

Yours faithfully,

  
Dept of Computer Applications  
MES KEVEEYAM COLLEGE  
Valanchery

Place: valanchery

Date :



# MES KEVEEYAM COLLEGE

Re-accredited by NAAC with A Grade  
(Affiliated to the University of Calicut)

Valanchery – 676552, Malappuram Dt., Kerala

Phone: 0494 – 2644380, 2642670, 2641347(Fax), [www.meskvmcollege.org](http://www.meskvmcollege.org)

Email: [principal@meskvmcollege.org](mailto:principal@meskvmcollege.org)

OrderNo.Acs/2020-21/01

Date: 13/08/2020

## *Proceedings of the Principal, MES Keveeyam College Valanchery*

(Present: Dr. C. Rajesh)

- Ref: (1) Request from the Head of the Department of Computer Application  
dt:21/07/2020  
(2) Minutes of Board of Studies meeting for approval of the syllabus

### ORDER

As per reference cited (1), request was received from the HOD, Department of Computer Application to start a short term course on "Information Technology". In the same letter, the head of the department has recommended a panel of academicians to be included in the Board of Studies.

The department of Computer Application is hereby given sanction to conduct a short term course on Basics of Computers and Automation to the UG students of the college.

The board of studies for the above course is constituted with the following members

1. Nusrath .K, Assistant Professor, MES Ponnani College
2. Shajila, Assistant Professor, Malabar College, Vengara

Order is issued accordingly.

**Dr .C. Rajesh**

**Principal**

### **Copy to**

1. HOD, Department of Computer Application
2. File

## MINUTES OF BOARD OF STUDIES MEETING

Venue: Department of Computer Application

Date: 15/07/2020


Agenda: Approval of syllabus of the short term course

Decisions:

1. Discussions were done on the prepared syllabus
2. As a short term course, how the syllabus is important.
3. Approval can be given to syllabus.

Members Present:

1. Nusrath, Assistant Professor, MES Ponnani College
2. Shajila, Assistant Professor, Malabar College, Vengara

  
Dept of Computer Applications  
MES KEVEEYAM COLLEGE  
Valanchery

**MES KEVEEYAM COLLEGE VALANCHERY**

**DEPARTMENT OF COMPUTER APPLICATION**

**SHORT TERM COURSE ON  
CC/BCA/41-INFORMATION TECHNOLOGY  
(2020 – 2021)**

**Objectives**

- To give a basic knowledge about information technology
- To develop skills for working with office automation
- To develop the interest in computer related jobs

**Course contents**

- Theory: 40 hours duration

**Scheme of Evaluation**

- Written Examination :60 Marks

**A Grade:80% above,B Grade :60-79%, C Grade:40-59%,Below 40% D Grade**

  
**Dept of Computer Applications  
MES KEVEEYAM COLLEGE  
Valanchery**

# CC/BCA/41-INFORMATION TECHNOLOGY

(2020 – 2021)

## SYLLABUS

### Unit-1:(4hrs)

Functional Introduction to IT-

Personal Computers, Functional Parts: CPU, Input and Output Devices, RAM and ROM, Software & Hardware, PC specifications

### Unit-2:(5hrs)

Networking of computers (General Information Only): Internet, Services over the Internet, E-mail, www, FTP, etc. Search Engines,

### Unit-3:(9hrs)

Programming Languages: Concept of low level and High-level Languages. Types of Computers: PC, Laptops, Palmtop etc.

### Unit-4:(11hrs)

Operating systems: Definition, Functions of Operating Systems, Examples of GUI based operating systems, Windows and Linux. Basic operating system commands, Creating and managing files and folders, different file types, managing desktop, basic utilities, viruses and anti-viruses.

### Unit-5:(11hrs)

Application software : Office packages (Microsoft Office/Open Office), Word processing, spread sheets, presentation software, Data Bases, Generic features only, Popular Browsers (Generic features only), Image Processing packages: general features only.

### Reference books

1. Jude D'souza & Monica D'souza, Learn computers step by step, Pearson Education, 2006.
2. Alexis Leon and Mathews Leon, Fundamentals of Information Technology, Leon TECH World, 1999.
3. Vikas Gupta, Comdex Linux and Open Office course kit, Dreamtech, 2008
4. E. Balagurusamy, Fundamentals of Computers, Tata McGraw Hill Education, 2009
5. Peter Norton, Introduction to computers - 5<sup>th</sup> edition., Tata McGraw Hill, 2002

  
Dept of Computer Applications  
MES KEVEEYAM COLLEGE  
Valanchery.



**TIME TABLE FOR THE SHORT TERM COURSE (13-11-2020 to 20-12-2020)**

DATE	DAY	NAME OF FACULTY ENGAGING THE CLASS	TIME
13/11/20	WEDNESDAY	FR	3.30-4.30
18/11/20	MONDAY	NO	8.30-9.30 3.30-4.30
19/11/20	TUESDAY	SJ	8.30-9.30 3.30-4.30
20/11/20	WEDNESDAY	FR	3.30 - 4.30
22/11/20	FRIDAY	NO	8.30-9.30 3.30-4.30
25/11/20	MONDAY	SJ	8.30-9.30 3.30-4.30
28/11/20	THURSDAY	FR	8.30-9.30 3.30-4.30
2/12/20	THURSDAY	NO	8.30-9.30 3.30-4.30
4/12/20	WEDNESDAY	SJ	8.30-9.30
6/12/20	FRIDAY	FR	8.30-9.30 3.30-4.30
9/12/20	MONDAY	NO	3.30-4.30
10/12/20	TUESDAY	SJ	8.30-9.30 3.30-4.30
11/12/20	WEDNESDAY	NO	8.30-9.30 3.30-4.30
13/12/20	FRIDAY	FR	8.30-9.30 3.30-4.30
15/12/20	SATURDAY	SJ	9.30 - 12.30
		FR	1.30-3.30
20/12/20	WEDNESDAY	EVALUATION	3.30-4.30

FR: FAREEDA.P

NT: NOORA CT

SJ : SUJITHRA

  
 Dept of Computer Applications  
 MES KEVEEYAM COLLEGE  
 Valanchery

## STUDENTS LIST

1	ASIFA THASNI K P
2	ASNA V
3	FEMINA JINCY A
4	KHADEEJATHU SHIFA M
5	NASLA JUBIN K C
6	NASLA P
7	RAHEEMA MOL P
8	SAHEERA KM
9	SHAFNA P K
10	SHAHALA SHERIL A
11	SHAHARBANU KP
12	SIBILA SHERIN V
13	SUMAYYA P
14	KAIF K M
15	MUHAMMED NAVAF N
16	AMEENA MURSHIDA
17	NAZRIN KP
18	ANAS V P
19	ANUKUL K J
20	HIDASH SANEEN
21	NIRANJAN M V
22	SUDHEESH KUMAR M
23	AFSINA
24	ALSHIDA FARVEEN
25	ANAGHA DAS M
26	ANUSREE P P
27	ASHMILA P P
28	FAHADHA FASLI KP
29	FARSANA O
30	HARSHANA SHERIN N
31	LIYA FATHIMA PK
32	MANYA C MOHANAN
33	NAFEESA REFA K
34	NAVYA KV
35	RESHMA E
36	SAFA NESREEN PK
37	SAFWANA MUMTHAZ K A
38	SHAFEEFA RISMA PK
39	SHAHANA HAMEED CK
40	SHAHMATH P
41	SHAMILA SHERIN K
42	SHIHANA SHERI V P