# Mangal Multiple Campus

## Kirtipur, Kathmandu

**Course Title : Basic Computer Training Non-Credit Course (60 hours)**

**Course No.:** Non-Credit Course　　　　　**Nature of Course:** Theory + Practical

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### Course Description:

This 60-hour non-credit course provides participants with foundational skills in using computers and essential software applications. The course is designed for beginners with little to no prior computer experience. In addition to traditional topics like word processing, spreadsheets, presentations, and internet usage, it introduces basic artificial intelligence (AI) tools and key concepts in cybersecurity and cybercrime awareness. By the end of the course, participants will be able to confidently navigate computer systems, create and edit documents, manage data, practice safe computing, and utilize AI-powered tools to improve productivity.

### General Objective:

Equip learners with the essential skills to operate computers, use common software applications, and understand basic AI tools to improve efficiency in daily computing tasks.

### Specific Objectives:

By the end of the course, participants will be able to:

1. Understand basic computer hardware and software.

2. Perform fundamental tasks using operating systems (Windows/Mac).

3. Create and manage documents using word processors.

4. Utilize spreadsheets for data entry, calculations, and analysis.

5. Create and deliver presentations using presentation software.

6. Efficiently browse the internet, manage emails, and maintain digital security.

7. Utilize basic AI tools to enhance productivity.

8. Understand cloud storage and collaboration tools.

9. Apply basic troubleshooting techniques for common computer issues.

10. Understand the role and use of computers for  climate change.

### Course Contents & Teaching Hours

| Specific Objectives | Contents | Teaching Hours |
|---|---|---|
| • Understand the role and importance of computers in daily life. | **Introduction to Computers (5 hours)**<br>• Definition and types of computers.<br>• Overview of hardware (CPU, RAM, storage, peripherals). | Th 2 hours<br>Pr 3 hours |

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| • Identify basic computer components (hardware and software). <br> • Recognize different types of computers (desktop, laptop, tablet, etc.). | • Overview of software (operating systems, applications). <br> • Input/output devices. <br> • Overview of computer networks and the internet. | |
| • Navigate and manage the desktop environment. <br> • Manage files and folders. <br> • Understand user settings and control panel options. | **2. Operating Systems (Windows/Mac OS) (7 hours)** <br> • Overview of operating systems. <br> • Desktop, taskbar, and start menu functions. <br> • File management (create, rename, delete, and organize). <br> • Settings and customization. <br> • Using task manager and system tools | Th 2 hours <br> Pr 5 hours |
| • Create and format documents. <br> • Insert images, tables, and other elements into documents. <br> • Use basic review and collaboration features. | **3. Word Processing (MS Word or Google Docs) (10 hours)** <br> • Creating, saving, and opening documents. <br> • Text formatting (font, paragraph, styles). <br> • Page layout (margins, orientation, breaks). <br> • Inserting tables, images, charts, and hyperlinks. <br> • Spell check, grammar check, and track changes. <br> • Collaboration features (comments, sharing). | Th 3 hours <br> Pr 7 hours |
| • Create and edit spreadsheets. <br> • Perform basic calculations and use functions. <br> • Create charts and tables for data visualization. | **4. Spreadsheets (MS Excel or Google Sheets) (12 hours)** <br> • Creating and organizing data in cells. <br> • Basic formulas and functions (SUM, AVERAGE, IF). <br> • Formatting cells and data. <br> • Sorting, filtering, and data validation. <br> • Creating charts and graphs. <br> • Introduction to pivot tables. | Th: 4 hours <br> Pr: 8 hours |
| • Create slideshows with text, images, and media. <br> • Apply transitions and animations. <br> • Present content effectively. | **5. Presentation Tools (MS PowerPoint or Google Slides) (8 hours)** <br> • Creating a presentation. <br> • Adding and formatting text, images, and shapes. <br> • Inserting videos, audio, and hyperlinks. <br> • Applying transitions and animations. <br> • Running a presentation in slideshow mode | Th: 3 hours <br> Pr: 5 hours |
| • Navigate the internet safely and efficiently. <br> • Manage email accounts and communication | **6. Internet and Email Usage (5 hours)** <br> • Understanding web browsers and search engines. <br> • Bookmarking, downloading, and managing online resources. <br> • Setting up and managing email accounts. <br> • Sending, receiving, and organizing emails. <br> • Internet safety and security (passwords, phishing, etc.). | Th: 2 hours <br> Pr: 3 hours |
| • Understand basic AI concepts and their applications in daily computing. <br> • Use AI-powered tools for document editing, data analysis, and presentations | **7. Introduction to Basic AI Tools (8 hours)** <br> • Introduction to artificial intelligence and its uses. <br> • Using AI assistants (e.g., ChatGPT, Google Assistant). | Th: 3 hours <br> Pr: 5 hours |

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|---|---|---|
| | • AI-powered tools in word processors (e.g., grammar and style suggestions).<br>• AI in spreadsheets (automated data analysis, smart fill).<br>• AI tools for presentations (design suggestions, smart layout).<br>• Practical usage of cloud-based AI tools (e.g., Microsoft Office 365, Google Workspace). | |
| • Understand cloud storage and file-sharing platforms.<br>• Collaborate on documents and presentations in real-time. | **8. Cloud Storage and Collaboration Tools (5 hours)**<br>• Introduction to cloud storage (Google Drive, OneDrive).<br>• Uploading, sharing, and organizing files in the cloud.<br>• Real-time collaboration using cloud tools.<br>• Managing file permissions and versions. | Th: 1 hours<br>Pr: 4 hours |
| • Apply basic troubleshooting techniques for common computer issues.<br>• Understand regular maintenance tasks to keep systems running smoothly. | **9. Basic Troubleshooting and Maintenance (2 hours)**<br>• Troubleshooting hardware and software issues.<br>• Disk cleanup, defragmentation, and antivirus tools.<br>• Backing up data and restoring systems. | Th: 1 hour<br>Pr: 1 hour |
| • Understand basic cybersecurity principles.<br>• Recognize common cyber threats and how to prevent them.<br>• Learn safe practices for online behavior and data protection.<br>• Understand the basics of cybercrime and legal implications. | **10. Cybersecurity (5 hours)**<br>• Introduction to cybersecurity and its importance.<br>• Types of cyber threats: viruses, phishing, ransomware, social engineering.<br>• Safe browsing, strong password practices, and two-factor authentication.<br>• Email and social media security.<br>• Understanding cybercrime: definition, types (identity theft, hacking, cyberbullying, etc.).<br>• Overview of cyber laws in Nepal.<br>• Tools and practices for securing devices and data. | Th: 2 hour<br>Pr: 3 hour |

**Teaching Methodology:**

- **Lectures and Demonstrations**: In-class demonstrations of software and tools.

- **Hands-On Practice**: Regular practical exercises to reinforce learning.

- **Group Projects**: Collaborative activities and assignments to practice skills in real-world scenarios.

- **Quizzes and Assessments**: To gauge understanding and progress.

**Evaluation**

**Internal Evaluation 40%**

Internal evaluation will be conducted by subject instructor based on the following activities:

| 1 | Attendance | 5 Marks |
|---|---|---|
| 2 | Class participant | 5 Marks |
| 3 | First Assignment (Group work based) | 10 Marks |

| 4 | Second Assignment (Based on presentation) | 10 Marks |
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| 5 | Third Assignment (Based on Practical or Project work) | 10 Marks |
|  | Total | 40 Marks |

**Final Evaluation 60%**

Examination committee of Mangal Multiple Campus will conduct final examination at the end of session.

| Group A | Multiple Choice question (10 X 1) | 10 Marks |
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| Croup B | Short Answer Question (6X5) | 30 Marks |
| Group C | Long Answer Question (2 X 10) | 20 Marks |
| Total | | 60 Marks |