



Capability enhancement and development schemes:2016-21

Reports of computer skills 2016-21

1. Theme: computer skills

2. Topic: computer skills

3. Objectives: This programme was structured for the II year MBBS students as a part of their value added course to impart communication skills.

4. Organized by: Medical Education Unit

5. Coordinators: HEAD MEU and MEU Coordinator

VALUE ADDED COURSE

BASIC SKILL COURSE IN COMPUTER SCIENCE

By

MEDICAL EDUCATION UNIT

COURSE CODE: CS -16

PARTICIPANTS: Undergraduate and Post Graduate Medical Students.

COURSE DURATION: 18 hours

REGISTRATION: Two Sessions Per Year.

I session: Registration starts in January. Course Duration 2 months (Feb and March)

II session: Registration starts in July, Course Duration 2 months (August and September)

AIMS

This course aims to familiarise you with computers and Microsoft Windows, while learning basic computer, mouse and keyboard skills in a supportive classroom environment.

OUTCOMES:

By the end of this course, you should be able to:

- Navigate the operating system and start applications
- Perform basic functions of file management
- Perform basic functions in a word processor (office software) and spreadsheet
- Manage print settings and print documents
- Receive and send emails
- Use a web browser to navigate the Internet.



SYLLABUS/ CONTENT:

Hardware and software : 1 Hour

- Trouble shooting of computers, basic components of networking.
- The main components of a computer, including input and output devices
- The function of communication devices such as smartphones and tablets
- The role of Operating Systems, programs and apps

Windows : 2 Hour

- Basics of Windows
- Running programs from the Start Menu
- Windows 10 and OS.
- Logging off and shutting down your computer

File management : 1.5 hour

- Managing Windows Explorer
- Understanding file extensions
- Viewing storage devices and network connections
- Managing USB flash drives

Device Manager : 2 hours

- BIOS Configuration
- What Windows operating system you are using
- In Windows 7, choose System and Security.
- From this Control Panel screen, look for and choose Device Manager

General : 3 hours

- Microsoft word
- Microsoft Excel
- Microsoft Power Point
- Word to PDF and PDF to Word Conversion
- Printing a Document

Accessing the internet: 4 hours

- Going to a specific website and bookmarking
- Understanding how to search/Google effectively
- Copy and paste Internet content into your documents and emails



- Stopping and refreshing pages
- Demystifying the Cloud
- Computer security best practices

G-Suite : 1.5 hour

- Optimization, MINITAB, and MATLAB.

Joining a Zoom /Google Meeting: 2 hours

- Discuss the concepts and requirements of virtual conferencing
- Participate in an interactive Zoom/Google Meeting

Amazon Web Services (AWS) : 0.5 hour

Cyber Security: 0.5 hour

COURSE CO-ORDINATORS & RESOURCE FACULTIES:

Course Co Ordinator: MEU – Co Ordinator

Resource Faculties: CSE Faculties of SVCET.

BROCHURE



srivenkateshwaraa

Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY

Ariyur, Puducherry-605 102



Ariyur, Puducherry-605102

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ABOUT THE COURSE:

You should be able to navigate the operating system and start applications, Perform basic functions of file management, Perform basic functions in a word processor (office software) and spreadsheet, Receive and send emails & Use a web browser to navigate the Internet.

Timings of class: Saturday 2.00-4.00pm
Contact: Department of MEU (College Phone number)

CERTIFICATES:



Sri Venkateshwaraa

Medical College Hospital & Research Centre

(A Unit of Ramachandra Educational Trust)

Ariyur, Puducherry - 605 102



CERTIFICATE OF COMPLETION

This is to certify

ABHIPRIEETHI A

has successfully completed

VALUE ADDED COURSE ON

**BASIC SKILL COURSE IN COMPUTER SCIENCE DURING THE
ACADEMIC YEAR 2019-20**

Dr. M. Sakthi Balan
MEU Co Coordinator
Associate Professor
Department of Pharmacology

Dr. K. Tamilselvan
MEU Coordinator
Professor & Head
Department of Physiology

Dr. S. Ratnasamy
Dean
Head-MEU
SVMCH&RC

7. Participants details: II MBBS 2016-2021

a. no of participants :

computer skills	2020	155
BLS ACLS	2020	15
BLS ACLS	2019	150
computer skills	2019	144
BLS ACLS	2018	36
computer skills	2018	160



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computer skills	2017	121
computer skills	2016	133