



**Polba Mahavidyalaya
Polba, Hooghly
Pin-712148
(Affiliated to the University of Burdwan)**

Add on Course

**SUBJECT
Basics of Computer
Application**

Organized by

**Department of Geography
&
IQAC**

**Duration: 30 Hours
6th June, 2023 to 19th June, 2023**

Chief Patron

**Mr. Narugopal
Kaibarta Teacher-in-
Charge**

Eligibility

2nd Semester Student (ongoing)



No Course fees are needed for this course; the course is free for interested students

Certificates will be issued only to those participants who complete the Course successfully by following rules & and regulations.

Rules & Regulations related to the Course:

- The assessment process will have a total score of 100. Out of these 10 marks for attendance.
- The process of evaluation will be explained during the class sessions.
- Students must attend all the assessments that have been scheduled to be eligible for certification.
- Every student must have a minimum attendance of 70% throughout the course to receive any certificate.
- The certificate's category will be decided based on the marks obtained, following the subsequent guidelines:

| Score on 100 | Grade |
|--------------|-------|
| 90-100 | A+ |
| 80-89 | A |
| 70-79 | B+ |
| 60-69 | B |
| 50-59 | C |
| Below 50 | Fail |



Course Design

| | |
|--------------------|---|
| Course | Basics of Computer Application |
| Eligibility | 2 nd and 4 th Sem students of undergraduate level |
| Faculty | Internal faculty |
| Course Fee | Nil |
| Intake Capacity | 20 |
| Class Duration | 1 Class-I hr.3 hrs / day. |
| Course Duration | 30 hours |
| Assessment Process | i. Attendance ii. Assignment iii. Assessment |
| Student Feedback | |

Course Objectives

This 30-hour "Basics of Computer Application" course will provide:

- **Foundational Understanding**: Establish a solid grasp of fundamental computer concepts, including hardware, software, and operating systems.
- **Practical Skills Development**: Provide hands-on experience with basic computer operations, such as file management, folder organization, and desktop navigation.
- **Software Proficiency**: Introduce participants to essential software applications like word processors, spreadsheets, and presentation tools, fostering proficiency in basic document creation and editing.
- **Internet Literacy**: Cultivate internet literacy skills, covering topics such as web browsing, search engine usage, and online safety practices to navigate the digital landscape securely and effectively.
- **Email Communication**: Teach effective email communication techniques, including composing professional messages, managing inboxes, and understanding email etiquette.
- **Digital Citizenship**: Promote responsible and ethical behavior in the digital realm, emphasizing concepts like online privacy, digital rights, and intellectual property.
- **Problem-Solving Skills**: Develop critical thinking and problem-solving abilities through practical exercises and troubleshooting scenarios, empowering participants to address common computer-related issues independently.
- **Continued Learning Pathways**: Provide resources and guidance for further exploration and skill development in specific areas of interest within the realm of computer applications, encouraging lifelong learning and professional growth.

Course Description

This course serves as an introductory exploration into the foundational concepts and practical applications of computer technology. Designed for beginners with little to no prior experience, the course aims to equip participants with essential skills and knowledge to navigate the digital world confidently. Through a blend of theoretical instruction and hands-on exercises, learners will develop proficiency in fundamental computer operations, software applications, internet usage, and digital communication. Emphasis will be placed on practical problem-solving, critical thinking, and responsible digital citizenship. By the end of the course, participants will have acquired a solid understanding of computer fundamentals and be prepared to apply their newfound skills in various personal and professional contexts.

Course Structure

| S.No. | Chapter | Theory Hours | Practical Hours | Teaching Activities |
|-------|------------------------------|--------------|-----------------|--|
| 1. | Introduction of Computer | 2 | 0 | Impairing knowledge of the hardware and software of computers and the history of development of computer |
| 2. | Operating Systems | 1 | 0 | Impairing knowledge of the operating systems of computer |
| 3. | MS-Word | 2 | 2 | Impairing knowledge of different application of MS-Office |
| 4. | MS- Excel | 2 | 2 | |
| 5. | MS-Power Point | 2 | 2 | |
| 6. | Database Operation | 2 | 2 | |
| 7. | Introduction to Internet | 2 | 2 | Impairing knowledge of internet, its use and the security management |
| 8. | Service on Internet | 2 | 2 | |
| 9. | Internet Security Management | 1 | 1 | |
| | Total Hours | 16 | 13 | - |
| | | | 1 | - |
| 10 | Assessment | | | |



Outline of the Syllabus

1. Introduction of Computer

What is Computer, History of Computer, Characteristics of Computer, Different types of Computers, Concepts of Hardware and Software, Components of Computer System, Block Diagram of a Computer, Functions of the Different Units.

2. Operating System

What is Operating System (OS), Function of OS, Popular OSs, Windows, Linux, Interface of computer, Files and Directory Management.

3. MS-Word

Introduction, Objectives, Word processing basic, Opening and closing docs, Text creation and manipulation, formatting the text, table creation, Table Manipulation, Shortcut Keys.

4. MS-Excel

Concepts, Elements of Excel, Manipulation of cells, Formatting a Worksheet, Charts & Graphs.

5. MS-Power Point

Introduction, Opening and saving presentation, Adding and formatting slides, Designing Slide Shows, Running and controlling a slide show.

6. Database Operation

Introduction, what are data, Why do we need data operation, Creating data, dropping data, manipulating data, Data entry, Data operation.

7. Introduction to Internet

What is Internet, History, Basic terminologies, Impact of the Internet.

8. Service of Internet

E-mail, WWW, and search engine.

9. Internet Security Management

Overview of Internet security, Firewalls, Internet security, Management concepts and information privacy and copyright Issues.

Learning Resources

Balaguruswamy, E. (2010). Fundamental of Computers. Tata Mcgraw Hill Education Pvt. Limited.
Rajaraman, V, Adabala, N. (2014). Fundamental of Computers. PHI Learning Pvt. Limited.

Instructor:

1. Mr. Rajesh Das
Department of Geography
2. Mr. Biswajit Dhara
Department of Geography



Course Outcome

The outcomes of the course are:

Proficiency in Computer Basics: Students will demonstrate proficiency in fundamental computer concepts, including hardware components, software applications, and operating system navigation.

Effective Software Usage: Students will be able to effectively utilize common software applications such as word processors, spreadsheets, and presentation tools to create, edit, and manage documents.

Efficient Internet Skills: Students will possess efficient internet skills, including browsing techniques, online research strategies, and understanding of internet safety practices.

Competent Email Communication: Students will be proficient in composing professional emails, managing email accounts, and understanding email etiquette for effective communication in personal and professional settings.

Digital Citizenship Awareness: Students will exhibit awareness of digital citizenship principles, including online privacy, cybersecurity, and ethical behavior, enabling responsible participation in digital communities.

Problem-Solving Abilities: Students will develop problem-solving skills through practical exercises and real-world scenarios encountered during the course, empowering them to troubleshoot common computer-related issues independently.

Confidence in Continued Learning: Students will gain confidence in their ability to continue learning and exploring advanced topics in computer applications independently or through further education and training.

Preparedness for Future Endeavors: Students will be equipped with essential computer skills necessary for various personal, academic, and professional endeavors, enabling them to adapt to evolving technological landscapes and requirements.



To
The Teacher-in-Charge
Polba Mahavidyalaya
Polba, Hooghly
Pin- 712148

**Sub: Seeking permission to organize an Add on course on Basics of Computer
Application**

Sir,
With due respect, I, on behalf of Department of Geography, would like to request your kind permission to organize an thirty-hour Add on course entitled "Basics of Computer Application" during the period of 6th to 19th June, 2023 in the college premises.

Hope you would be kind enough to provide your administrative permission for the forthcoming Add on Course.

Thanks and Regards,

Rituparna Hajra
Dr. Rituparna Hajra
Assistant Professor,
Polba Mahavidyalaya
28/04/2023



Allowed.
W. Karim
29/04/2023.

Teacher in Charge
Polba Mahavidyalaya
Polba, Hooghly, West Bengal

Telephone: (03213) 225128, 225133

Fax : (03213) 225128

web site: polbamahavidyalaya.com

e-mail: officepolbamahavidyalaya@gmail.com



POLBA MAHAVIDYALAYA

Post Office - Polba, District – Hooghly, West Bengal, Pin - 712148

AFFILIATED TO THE UNIVERSITY OF BURDWAN

Recognized under Sections 2(f) & 12(B) of the UGC Act. 1956

NAAC Accredited

Ref. No. -----

Date: 06/05/2023

Notice

All Teaching, Non-Teaching Staff and Students of Polba Mahavidyalaya are hereby informed that the Department of Geography in collaboration with IQAC is going to organize an Add on Course entitled “Basics of Computer Application” during 6th June, 2023 to 19th June, 2023 at the College premises. Interested students are requested to enroll their name in this course immediately.

R. Hajar 6/05/2023

HOD

Department of Geography

[Signature] 6/5/23

Coordinator

IQAC

[Signature] 06/05/2023

Teacher-in-Charge

Teacher in Charge
Polba Mahavidyalaya
Polba, Hooghly, West Bengal



List of Students Enrolled in the Add On Course "Basics of Computer Application" for the session 2022-23

| Sl No | Roll No | Subject | Semester | Name | Signature |
|-------|--------------|---------------------|----------|------------------|------------------|
| 1 | 220141800003 | Geography (Hons) | | DEBALINA BARMAN | Debalina Barman |
| 2 | 220141800004 | | | DEBLEENA GHOSH | Debleena Ghosh |
| 3 | 220141800005 | | | DISHA DUTTA | Disha Dutta |
| 4 | 220141800013 | | | NANDITA MAZUMDAR | Nandita Mazumdar |
| 5 | 220141800022 | | | SANDIP DAS | Sandip Das |
| 6 | 220141800026 | | | SOUVIK HALDER | souvik Halder. |
| 7 | 220141800027 | | | SUKANYA SAHA | Sukanya Saha |
| 8 | 220141800028 | | | SUROJIT TUOU | Surojit Tuou |
| 9 | 220141800029 | | | TANMOY GHOSH | Tanmoy Ghosh |
| | | | | | |

Rituparna Hajra
HoD, Department of Geography

N. K. Banta
Teacher-in-Charge

Teacher in Charge
Polba Mahavidyalaya
Polba, Hooghly, West Bengal



Add on: - Basics of Computer Application

Course Commenced on and from 06/06/2023 upto 19/06/2023

REGISTER OF ATTENDANCE FOR THE MONTH

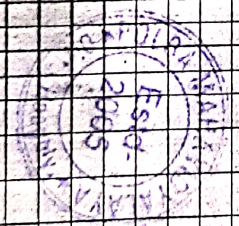
ANCE OF PUPILS OF _____

| Sl. No. & Roll No. | NAME OF PUPILS | ATTEND - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|------------------|----------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| 1. | Deblina Ghosh | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Deblina Barman | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Disha Datta | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Suranya Saha | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Tanmay Ghosh | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | Sandip Das | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | Sourabh Tripathi | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | Souvik Halder | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Nandita Majumdar | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Sl. No. & Roll No. | NAME OF PUPILS | ANCE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | No. of days | | | |
|--------------------|------------------|------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------------|--|--|--|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | |
| 101 | Deblina Ghosh | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 102 | Deblina Barman | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 103 | Disha Datta | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 104 | Suranya Saha | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 105 | Tanmay Ghosh | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 106 | Sandip Das | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 107 | Sourabh Tripathi | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 108 | Souvik Halder | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 109 | Nandita Majumdar | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Present | Late Present | Absent on Leave | Absent without Leave |
|---------|--------------|-----------------|----------------------|
| | | | |

REMARKS



POLBA MAHAVIDYALAYA

Polba, Hooghly-712148

Surojit Mondal
Roll No - 303

Add-on Course (6th June 2023 to 19th June 2023) Assessment

Subject: Basics of Computer Applications

Total Marks 20

Duration: 1 Hour

Answer all the questions

1. You need to create a new folder on your desktop. Which of the following steps should you take?

- A) Right-click on the desktop, select "New," and then "Folder"
- B) Double-click on the desktop and press Ctrl + N
- C) Click on the "Start" menu and select "Create Folder"
- D) Press Ctrl + Shift + F

2. To print a document in Microsoft Word, which keyboard shortcut would you use?

- A) Ctrl + P
- B) Ctrl + S
- C) Ctrl + T
- D) Ctrl + D

3. You want to move a file from one folder to another. Which of the following methods is most efficient?

- A) Copy the file, then delete it from the original location
- B) Drag and drop the file from one folder to another
- C) Open the file and save it to the new location
- D) Create a shortcut in the new location

4. When formatting a cell in Excel to display currency, which of the following actions should you take?

- A) Right-click the cell and select "Format Cells," then choose "Currency"
- B) Type the currency symbol directly into the cell
- C) Use the "Sum" function
- D) Change the cell color to green

5. To insert a slide in a PowerPoint presentation, which option should you select?

- A) Home > New Slide

File > Insert Slide

C) View > Add Slide

D) Design > New Slide

6. If you want to set a specific page orientation (portrait or landscape) for a Word document, where would you go?

A) File > Save As

B) Insert > Page Break

C) Layout > Orientation

D) View > Page Setup

7. To adjust the size of an image in a Word document, what should you do?

A) Drag the corners of the image to resize

B) Double-click the image and select "Resize".

C) Right-click the image and choose "Adjust Size"

D) Use the "Format Painter" tool

8. When you accidentally delete a file, where does it go first?

A) It is permanently deleted

B) It goes to the Recycle Bin

C) It is moved to the desktop

D) It is sent to a hidden folder

9. In Excel, how would you quickly sum up a column of numbers?

A) Enter the numbers in a Word document

B) Use the "AutoSum" feature

C) Manually add the numbers

D) Highlight the column and press Ctrl + S

10. To protect your PowerPoint presentation with a password, which of the following options should you use?

A) File > Save As > Password

B) Review > Protect Presentation

C) Home > Set Password

D) Insert > Security

11. You want to apply the same format to multiple pieces of text in Word. Which tool would you use?

A) Format Painter

- B) Spell Check
- C) Clipboard
- D) Thesaurus

12. In a spreadsheet, how can you freeze the top row so that it remains visible while scrolling?

- A) View > Freeze Panes > Freeze Top Row
- B) Insert > Freeze Top Row
- C) Home > Freeze Top Row
- D) File > Lock Row

13. To send an email to multiple recipients without them seeing each other's addresses, which field should you use?

- A) To
- B) Cc
- C) Bcc
- D) Subject

14. How do you add a hyperlink to text in a Word document?

- A) Highlight the text and press Ctrl + H
- B) Highlight the text, right-click, and select "Add Hyperlink"
- C) Highlight the text and press Ctrl + K
- D) Highlight the text and select "Insert > Hyperlink"

15. If you want to create a chart in Excel, which tab would you use?

- A) Insert
- B) Home
- C) Data
- D) Review

16. How would you align text to both the left and right margins in a Word document?

- A) Justify
- B) Center
- C) Left Align
- D) Right Align

17. To run a slideshow from the beginning in PowerPoint, which keyboard shortcut would you use?

- A) F5

B) Ctrl + S

C) Shift + F5

D) Alt + Enter

18. In Excel, how do you apply a filter to a column?

A) Data > Filter

B) Home > Sort & Filter

C) Insert > Filter

D) Review > Filter

19. How can you undo your last action in most computer applications?

A) Ctrl + Z

B) Ctrl + Y

C) Ctrl + A

D) Ctrl + U

20. To save a document in PDF format in Word, which of the following steps should you take?

A) File > Export > Create PDF

B) File > Save As > PDF

C) Insert > PDF

D) View > Save as PDF

20
20

B. Dhas



POLBA MAHAVIDYALAYA
Polba, Hooghly-712148

NAME: Sandip Das
Roll No: 304

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Subject: Basics of Computer Applications

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Duration: 1 Hour

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20
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B. Khan



Name - Sukanya Saha
ROLL - 305

POLBA MAHAVIDYALAYA

Polba, Hooghly-712148

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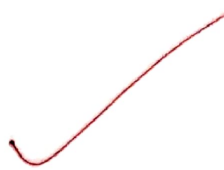
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C) Insert > Filter

D) Review > Filter



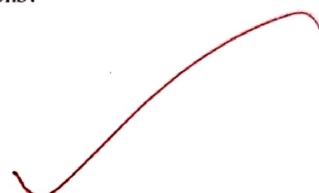
19. How can you undo your last action in most computer applications?

A) Ctrl + Z

B) Ctrl + Y

C) Ctrl + A

D) Ctrl + U



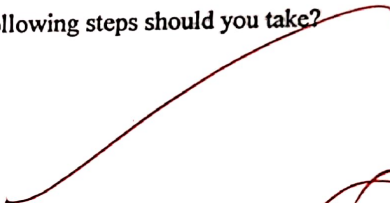
20. To save a document in PDF format in Word, which of the following steps should you take?

A) File > Export > Create PDF

B) File > Save As > PDF

C) Insert > PDF

D) View > Save as PDF



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B. D. D. D.



Photographs

