



BIDHAN CHANDRA COLLEGE

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Date: 15.04.2024

NOTICE

It is notified for all concerned that **Dept. of Computer Science, Bidhan Chandra College, Rishra, Hooghly** is going to start an Add-on course titled “**Skill Development Course in Advanced Computer Fundamentals and Office Management**” for the session **2023-2024**, for all **6th semester students of all departments (except the students having Computer Science or I.T. as a subject)** for their benefits in the near future.

Interested bonafide students are asked to fill the following Google Form for enrolment:

<https://forms.gle/UTowPUZDczohzr27A>

The last date of enrolment: **20.04.2024 (11:45 PM)**.

Note:

1. The course is free of cost and the successful candidates will be issued certificates by the college.
2. Admission is on First Come First Serve Basis. Number of seats is limited.

Enclosure: Detailed Course Structure

Unmesh Mandal

Course Coordinator

Dept. of Computer Science

Dr. Ramesh Kar

(Principal)



BIDHAN CHANDRA COLLEGE, RISHRA

Department of Computer Science

**in collaboration with IQAC Organizes
Add-on Course titled**

“Skill Development Course in Advanced Computer Fundamentals and Office Management”

Objectives:

- i) To make the students proficient in computer operations,
- ii) To expertise students in document, spreadsheet, and presentation software packages,
- iii) To provide knowledge about effective and efficient uses of the Internet.
- iv) To make the students expert enough so that they can join different jobs after completion of the course.

Benefits:

Students will obtain enough skills so that they can apply for different Govt. and Non Govt. jobs such as:

- i) Receptionist job
- ii) Data entry job
- iii) Computer Operator job
- iv) Clerical jobs at different Govt. and private offices
- v) Jobs in Banks

Capacity: 50 Students

Eligibility: Recommended for **6th sem.** students from all the departments of the College **except students having Computer Science or I.T. as a Subject.**

Course Duration: 3 Months

Contact Hour: 35 Hours (10 Hours Online + 25 Hours Offline)

Teaching Mode: Hybrid, Online(Theory) - Google Meet and Offline (Theory & Practical).

Evaluation: At the end of the course an exam will be conducted on the course syllabus. Successful students will be awarded by the college with certificates.

Course Coordinator: Unmesh Mandal, Assistant Professor, Department of Computer Science.

Joint Coordinators: Apurba Jyoti Roy, Rimpi Saha, Goutam Das, Department of Computer Science.

Courses Structure

- **Advanced knowledge of Computer Operations and Fundamentals**
- **Office productivity software suite (MS Word, MS Excel, MS Power Point)**
- **Internet**

Courses Offered in Details

Module 1 - Computer Fundamentals	Module 3 - MS Excel
● Introduction to Computer	● Spreadsheet basics: Creating, editing, saving and printing spreadsheets
● Input-Output devices	● Page Setup and Margins
● Software & Hardware	● Formatting worksheets
● CPU and Memory	● Modifying worksheets with color & auto-formats
● Virus: Concept, Detection and Protection	● Working with functions & formulas
● Antivirus Softwares	● Graphically representing data : Charts & Graphs
● Operating Systems	● Speeding data entry : Using Data Forms
● How to operate a computer	● Analyzing data : Data Menu, Subtotal, Filtering Data
● Creating Drive & Directories	● Goal seek, Pivot table, Macros
● Working with files	● Securing & Protecting spreadsheets
Module 2 - MS Word	Module 4 - MS Powerpoint
● Creating, editing, saving and printing text documents	● Creating, opening, viewing, and printing slides
● Page Setup, Margins, Page Border	● Applying auto layouts
● Header and Footer	● Adding custom animation
● Font and paragraph formatting	● Using slide transitions
● Simple character formatting	● Setting slide timings
● Using Spelling and Grammar check	● Graphically representing data : Charts & Graphs
● Understanding document properties	● Creating a Professional Slide for Presentation.

Module 5 - Internet

- Understanding how to search websites
- Bookmarking and Going to a specific website
- Creating e-mail
- Copy and paste Internet content into your word file and emails
- Understanding social media platforms such as Facebook & Many more
- Learn with best practices

