



Report on Basic Computer Course

Course Title: Basic Computer Course

Course Duration: December 7th, 2022 to December 24th, 2022

Resource Persons: Dr. Biswajit Paul and Dr. Subham Dastidar

Technical Assistant: Mr. Prasanta Mondal

Total Number of Students: 30

Course objective:

Introduction:

The Basic Computer Course, conducted from December 7th to December 24th, aimed to equip participants with essential computer skills necessary for both academic and professional pursuits. Under the guidance of esteemed resource persons, Dr. Biswajit Paul and Dr. Subham Dastidar, and technical assistance provided by Mr. Prasanta Mondal, the course offered comprehensive training in various aspects of computing.

Course Structure:

The course comprised daily two-hour sessions conducted by the resource persons, covering a range of topics essential for beginners in computing. The modules covered in the course included:

- 1. Computer Applications & Basics**
- 2. Computer Operating System**
- 3. Word Processing**
- 4. Microsoft Excel & using Spreadsheets**
- 5. Introduction to Internet, WWW & Web Browsers**
- 6. Communications & Collaboration**
- 7. Making Small Presentation**

Implementation:

The course was meticulously planned and executed to ensure maximum engagement and learning outcomes for the participants. Dr. Biswajit Paul and Dr. Subham Dastidar, with their expertise in the field, delivered lectures and practical demonstrations to simplify complex concepts and facilitate better understanding among the students. Mr. Prasanta Mondal, as the technical assistant, provided necessary technical support and ensured the smooth functioning of computer systems during the practical sessions.



Balagarh Bijoy Krishna Mahavidyalaya

Hasimpur, Balagarh
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West Bengal

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Participant Engagement:

The course witnessed active participation from all 30 students, who enthusiastically engaged in both theoretical discussions and hands-on practical sessions. Regular assessments and quizzes were conducted to evaluate the understanding and progress of the participants, ensuring a conducive learning environment.

Evaluation:

A oral and practical exam based on the course module was held on the last two days of the course.

Outcome:

The Basic Computer Course, conducted at Balagarh Bijoy Krishna Mahavidyalaya served as an invaluable opportunity for students to acquire essential computer literacy skills. Through the guidance of experienced resource persons and technical assistance, participants gained confidence in using computers effectively for various applications. The knowledge gained from the course will undoubtedly empower them in their academic pursuits and future endeavours.

Recommendations:

It is recommended that similar add-on courses be organized periodically to cater to the evolving technological needs of students and enhance their employability prospects.

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Notice

Date: 01.11.2022

Applications are invited from all students of Balagarh Bijoy Krishna Mahavidyalaya who are interested to enroll themselves for participation in the Basic Computer Course.

Course details are as follows:

Course Name: Basic Computer Course

Duration: 7th December, 2022 to 24th December, 2022

Course Content: The course will cover essential topics including introduction to computers, basic operating system concepts, Microsoft Office Suite (Word, Excel, PowerPoint), internet and email basics.

Resource Persons: Experienced faculty members will conduct the sessions.

Technical Assistant: Mr. Prasanta Mondal will provide technical support during practical sessions.

Course Objective: Participation in the Basic Computer Course will enhance your computer literacy skills and add value to your academic and professional journey.

Interested students can submit their name and roll number to Prasanta Mondal by 31.11.2022.

B 01.11.2022



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Basic Computer Course: Course Module

Topics	Subtopics
Computer Applications & Basics	Introduction, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software
Computer Operating System	What is an Operating System, Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu Selection etc.
Word Processing	Introduction, Printing a File, Document Creation & Editing, Saving, Text Formatting
Microsoft Excel & using Spreadsheets	Introduction, Rows, Columns & Cells, Basics Excel Formulas and Functions
Introduction to Internet, WWW & Web Browsers	Basics of Computer Networks, Internet, Search Engines, URLs, How to use Web Browser
Communications & Collaboration	Basics of Email, How to use Email, Instant Messaging, Format an Email
Making Small Presentation	How to Create, Edit, Format, or Delete Slides, Make a Slideshow, Save a Presentation, Printing of Presentation


Principal
Balagarh B. K. Mahavidyalaya
Balagarh, Hooghly, W.B.



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Dr. Biswajit Paul taking a class



Certificate Distribution

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BALAGARH BIJOY KRISHNA MAHAVIDYALAYA

Hasimpur, Balagarh, Hooghly-712501

(Affiliated to the University of Burdwan)

BASIC COMPUTER COURSE

Organized by

Balagarh Bijoy Krishna Mahavidyalaya

Certificate of Participation

This is to certify that Sahina Sarkar of
B.A. General participated in the Basic Computer Course (duration: 30 hours)
conducted by Balagarh Bijoy Krishna Mahavidyalaya, in the year 2022.



Dr. Subham Dastidar
Convener
Asst. Prof. of Commerce

Dr. Biswajit Paul
Convener
Asst. Prof. of Mathematics

Dr. Pratap Banerjee
Principal
Balagarh Bijoy Krishna
Mahavidyalaya

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Balagarh Bijoy Krishna Mahavidyalaya		
Programme: BASIC COMPUTER COURSE		
Date: 07.12.2022		
Name	College Roll	Signature of the Students
ARIJIT BALA	459	Arijit Bala
nilanjana Jannadun	586	nilanjana Jannadun
Soma Ghosh	349	Soma Ghosh
Piu Majumder	365	Piu Majumder
Mohammad Niluba Yamin	929	Mohammad Niluba Yamin
Rikta Ghosh	347	Rikta Ghosh
Rimi Das	270	Rimi Das
Sajal Malakar	486	Sajal Malakar
Mamisha Mukherjee	761	Mamisha Mukherjee
Raj Das	592	Raj Das
Sumana Roy	208	Sumana Roy
Anpita Goswami	87	Anpita Goswami
ROHAN RAJBANSHI	564	Rohan Rajbanshi
Dipu Gain	769	Dipu Gain



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Balagarh Bijoy Krishna Mahavidyalaya

Programme: BASIC COMPUTER COURSE

Date: 07.12.2022

Name	College Roll	Signature of the Students
Soumyadeep Paul	835	Soumyadeep Paul
Aspita Goswami	87	Aspita Goswami
Bangita Daha	718	Bangita Daha
Jayashree Bhattacharjee	273	J. Bhattacharjee
Sayanika Mishra	448	Sayanika Mishra
Sayanti Barman	500	Sayanti Barman
Jayashree Dey	06	Jayashree Dey
Sudeshna Mondal	97	Sudeshna
Sahana Sapat	370	Sahana Sapat
Tanasha Mukherjee	346	Tanasha Mukherjee
Baisakhi Paul	348	Baisakhi Paul
Sujan Paul	329	Sujan Paul
Rimi Das	470	Rimi Das
Sajal Malakar	486	Sajal Malakar
Push Barman	534	Push Barman
Gopal Das	562	Gopal Das

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Balagarh Bijoy Krishna Mahavidyalaya
Programme: BASIC COMPUTER COURSE

Date: 08.12.2022

Name	College Roll	Signature of the Students
ARIJIT BALA	459	Arijit Bala
Nelanjana Jamadar	586	Nelanjana Jamadar
Monammal Niluber Yeasmin	829	Monammal Niluber Yeasmin
Rikta Ghosh	347	Rikta Ghosh
Soma Ghosh	349	Soma Ghosh
Picu Majumdar	365	Picu Majumdar
manisha neumeru	761	manisha neumeru
Rimi Das	470	Rimi Das
Sadul Malakar	486	Sadul Malakar
ROHAN RAJBANSHI	564	Rohan Rajbanshi
Raj Deo	592	Raj Deo
Aspita Goswami	87	Aspita Goswami
Sumana Roy	208	Sumana Roy
Dipu Gain	769	Dipu Gain

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Date: 08.12.2022

Name	College Roll	Signature of the Students
Soumyadeep Pal	835	Soumyadeep Pal
Aspita Goswami	87	Aspita Goswami
Sanjita Saha	718	Sanjita Saha
Jayashree Bhattacharjee	273	Jayashree Bhattacharjee
Sayantika Mishra	448	Sayantika Mishra
Sayanti Barman	500	Sayanti Barman
Jayashree Dey	06	Jayashree Dey
Sudeshna Mondal	97	Sudeshna
Sahana Sarkar	370	Sahana Sarkar
Tamasha Mukherjee	346	Tamasha Mukherjee
Baisakhi Paul	348	Baisakhi Paul
Sujom Pal	379	Sujom Pal
Romi Das	410	Romi Das
Sajal Malakar	486	Sajal Malakar
Rishu Barman	534	Rishu Barman
Gopal Das	565	Gopal Das

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Balagarh Bijoy Krishna Mahavidyalaya
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Date: 05.12.2022

Name	College Roll	Signature of the Students
ARJIT BALA	459	Arjit Bala
Melanjana Jamadar	386	Melanjana Jamadar
Mosammil Niluber Yemmin	829	Mosammil Niluber Yemmin
Soma Ghosh	349	Soma Ghosh
ROHAN RAJBANSHI	564	Rohan Rajbanshi
Pikta Ghosh	347	Pikta Ghosh
Piu Majumder	365	Piu Majumder
manisha मुखर्जी	761	manisha मुखर्जी
Raj Das	592	Raj Das
Arpita Goswami	87	Arpita Goswami
Rimi Das	470	Rimi Das
sojal malakar	486	sojal malakar
Sumana Roy	208	Sumana Roy
Dipu Grain	769	Dipu Grain



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Date: 09.12.2022

Name	College Roll	Signature of the Students
Soumyadeep Pal	835	Soumyadeep Pal.
Arpita Goswami	87	Arpita Goswami
Angita Saha	718	Angita Saha
Joybansi Bhattacharjee	273	Bhattacharjee
Sayantika Mishra	448	Sayantika Mishra
Jayanti Barman	500	Jayanti Barman
Jayashree Dey	06	Jayashree Dey
Sudeshna Mondal	97	Sudeshna
Sahana Sarkar	370	Sahana Sarkar
Tanusha Mukherjee	346	Tanusha Mukherjee
Baisakhi Paul	348	Baisakhi Paul
Sujam Pal	379	Sujam Pal
Rimi Das	470	Rimi Das
Sofal Malakar	486	Sofal Malakar
Push Barman	534	Push. Barman
Gopal Das	565	Gopal Das



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Date: 10.12.2022

Name	College Roll	Signature of the Students
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Nelanjana Jamadar	586	Nelanjana Jamadar
Musammil Nikulata Yeasmin	829	Musammil Nikulata Yeasmin
Rikta Ghosh	347	Rikta Ghosh
Piu Majumdar	365	Piu Majumdar
Mangisha Mukherjee	761	Mangisha Mukherjee
Soma Ghosh	349	Soma Ghosh
ROHAN RAJBANSHI	564	ROHAN RAJBANSHI
Rimi Das	470	Rimi Das
Sajal Malakar	485	Sajal Malakar
Raj Das	592	Raj Das
Aspita Goswami	87	Aspita Goswami
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Jayashree Dey	06	Jayashree Dey
Sudeshna Mandi	97	Shamli
Sahina Sarker	370	Sahina Sarker
Tameisha Mukherjee	346	Tameisha Mukherjee
Baisakhi Paul	348	Baisakhi Paul
Sujam Pal	379	Sujam Pal
Rimi Das	440	Rimi Das
Sobal Malakar	486	Sobal Malakar
Rishu Barman	534	Rishu Barman
Gopal Das	565	Gopal Das

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