



# DHRUBA CHAND HALDER COLLEGE

( FORMERLY DAKSHIN BARASAT COLLEGE )

**ESTD.-1965**

**A NAAC Accredited Degree College Affiliated to University of Calcutta**

P. O. Dakshin Barasat • Dist. South 24-Parganas • West Bengal • Pin 743372

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Phone : (03218)-222550 (Prin.) / 223-668 (Off.)

Ref. No. DC HC/COMP.SC./20-21/04 .

Date 20/04/2021.....20

## Notice

The Department of Computer Science has organized an Add on course on “Basic Computer Course”. The duration of the Course is 30 hours. The Interested students can enrol their names to Prof. Rasidul Karim on or before 30<sup>th</sup> April 2021. The course will start from 15<sup>th</sup> May, 2021 in online mode. The meeting link shall be sent to students before schedule time.

  
.....  
**PRINCIPAL**  
Dhruba Chand Halder College  
P.O.- D. Barasat, P.S.- Jaynagar  
South 24 Parganas. Pin- 743372

  
.....  
Rasidul Karim 20/04/2021

H.O.D

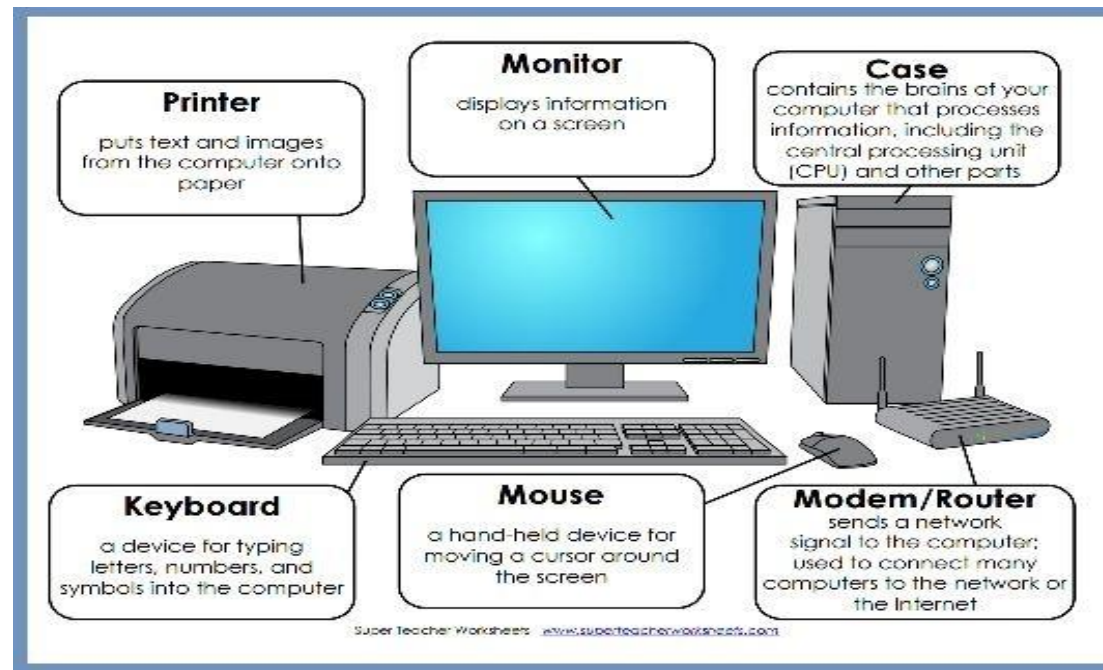
Department of Computer Science



# ADD ON COURSE- BASIC COMPUTER COURSE

ORGANIZED BY  
DEPARTMENT OF COMPUTER SCIENCE  
DHRUBA CHAND AHLDER COLLEGE

## E-Brochure



2020-21

**COURSE WILL START FROM  
15<sup>TH</sup> MAY, 2021**

**THE COURSE WILL CONDUCTED THROUGH  
ONLINE MODE**

**INTERESTED STUDENT SHOULD ENROLL THEIR NAME BEFORE 30<sup>TH</sup> April, 2021**

**Course Duration: 30 Hours**

# Course Datails

Date	Topic	Resource person
15/05/2021	Definition, parts of computer. Concept of hardware and software with example.	Prof. Rasidul Karim
22/05/2021	Operating system concept. DOS, Windows.. CUI. GUI. MULTIUSER MULTITASKING. Windows.. File manager.. Desktop.. Folder creation etc.	Prof. Samiran Sengupta
29/05/2021	Folder or directory, File creation.. Path concept. File copy paste from one folder to another..	Prof. Rasidul Karim
04/06/2021	System tools.. Accessories.. calculator.. Paint.. Program manager.	Prof. Samiran Sengupta
13/06/2021	Drawing object in paint....different tools in paint.. Multimedia tools in windows. How to run video audio in windows.	Prof. Rasidul Karim
20/06/2021	Documentation package.. MS Word. How to use.. Different menu in words.. Font.. page setup.. Print setup.. Way to letter writing.. Word art.. Etc	Prof. Samiran Sengupta

Continue....

Continued...

26/06/2021	<b>Calculation package.. MS Excel.. Worksheet.. Row column cell concept. Function introduction addition subtraction.. Multiplication.. Division.. Average.. Highest lowest, bar chart, pie chart.</b>	<b>Prof. Rasidul Karim</b>
02/07/2021	<b>Marksheet preparation..</b>	<b>Prof. Samiran Sengupta</b>
11/07/2021	<b>Presentation package.. MS Power Point... Slide concept custom animation, Slide show slide sorter view.. Etc.. A power point presentation regarding our college</b>	<b>Prof. Rasidul Karim</b>
15/07/2021	<b>Browser concept.. Creation of account in Gmail.. Composing mail.. Attachment inbox concept etc..</b>	<b>Prof. Rasidul Karim</b>
17/07/2021	<b>End Course Exam</b>	
25/07/2021	<b>Valedictory program and Certificate distribution</b>	



Add on Course- Basic Computer Course

Organized by Department of Computer Science

ATTENDANCE SHEET-2021

Dhruba Chand Halder College

NAME	15/05/21	22/05/21	29/05/21	04/06/2021	13/06/2021	20/06/21	26/06/21	02/07/21	11/07/21	15/07/21	17/07/21	25/07/21
Rohomotulla Gayen	P	P	A	P	P	P	P	A	P	P	P	P
Ashik Mondal	P	P	P	A	P	P	P	P	P	P	P	P
Ankan Mondal	P	P	P	P	A	A	P	P	P	P	P	P
Debjyoti Panja	P	A	P	P	A	P	P	P	P	P	P	P
Ejaj Ahmed Khan	P	A	A	P	P	P	A	A	P	P	P	P
Sagarika Mandal	P	P	P	P	P	A	P	P	P	A	P	P
Mridula Patra	P	P	P	P	P	A	P	P	P	A	P	P
Subhendu Halder	P	P	A	P	P	P	P	P	P	P	P	P
Anusuya Mondal	P	P	P	P	A	P	P	P	A	P	P	P
Radhika Halder	P	A	P	P	P	P	P	P	P	A	P	P
Trisha Naiya	P	P	P	A	A	P	P	A	P	P	P	P
Saishab Paik	P	P	P	P	A	P	P	P	P	P	P	P
Imran Hossain Piyada	P	P	P	P	P	A	P	P	P	A	P	P
Subhankar Halder	P	P	P	P	P	A	P	P	P	P	P	P
Dona Das	P	P	P	P	P	A	P	P	P	P	P	P
Tithi Sardar	P	A	P	P	P	A	P	A	A	P	P	P
Sayanta Das	P	P	A	A	P	P	P	P	P	P	P	P
Sudipta Naskar	P	P	P	P	P	P	A	P	P	P	P	P
Trishty Dey	P	P	P	P	A	P	P	A	P	P	P	P
Tanusree Halder	P	P	P	A	P	P	P	P	P	A	P	P
Debika Ghosh Chaudhury	P	P	A	P	P	P	A	P	P	P	P	P
Mayuri Banerjee	P	P	P	P	P	P	P	P	P	P	P	P

COURSE CO-ORDINATORS =>

Ranidul Karim Saundara Sengupta

NAME	15/05/21	22/05/21	29/05/21	04/06/2021	13/06/2021	20/06/21	26/06/21	02/07/21	11/07/21	15/07/21	17/07/21	25/07/21
Sajanikanta Jana	P	P	A	A	P	P	A	P	P	P	P	P
Smritikana kayal	P	A	P	P	P	P	P	A	P	P	P	P
Shobhan Baidya	P	P	A	P	P	A	P	P	P	P	P	P
Dibakar Patra	P	A	A	P	P	A	P	P	P	P	P	P
PRASENJIT SAMANTA	P	P	P	P	P	P	P	P	P	P	P	P
Sattwik Halder	P	P	A	A	P	P	P	P	P	A	P	P
Ratnadip Mistri	P	P	A	P	P	A	P	P	P	P	P	P
Soumyajit Pal	P	P	P	P	A	P	P	P	A	P	P	P
Kanaklata Naiya	A	P	P	A	P	P	P	P	A	P	P	P
Amrita Das	P	P	P	P	P	P	A	P	P	P	P	P
Bhabatosh Baidya	P	A	P	P	P	A	P	P	P	P	P	P
Tania khatun	P	P	P	P	P	P	P	P	A	P	P	P
Barsha Kayal	P	P	A	A	P	P	P	A	P	P	P	P
Akhia khatun	P	P	A	A	P	P	P	P	P	P	A	P
Rahida khatun	P	A	P	P	A	P	P	P	A	P	P	P
Sefali Halder	P	P	P	P	P	P	P	P	P	A	P	P
Supriyo Middya	P	P	P	A	P	P	A	P	A	P	P	P
Ratna Halder	P	P	P	P	A	P	P	P	P	P	P	P
Baishakhi Chakraborty	P	P	A	P	P	P	P	P	A	P	P	P
Eshika Ghosh	P	P	P	P	P	P	P	A	P	P	P	P
Krishna Naskar	P	P	P	A	P	P	A	P	P	P	P	P
Payel Halder	P	P	P	P	P	P	P	A	P	P	P	P
Moumita bayen	P	A	P	P	A	A	P	P	P	P	P	P
Sushama Roy	P	A	A	A	P	P	P	P	P	P	P	P
Nishatara Begum	P	P	P	P	P	P	P	P	A	A	P	P
	P	P	P	P	P	P	P	P	P	P	P	P

COURSE CO-ORDINATORS → *Rajesh Kumar Sanison Singh*



## **Add-On Course Summary & Report**

**Name of the Course:** Basic Computer Course.

**Course Coordinators:** Prof. Rasidul Karim &  
Prof. Samiran Sengupta.

**Syllabus:** DOS, Windows, MS-Word, MS-Excel, MS-Power Point, MS- Paint, Internet, E-mail etc.

**Resource Person(s):** Prof. Rasidul Karim &  
Prof. Samiran Sengupta.

**Participants:** Semester- II (Hons)-2021

**Duration:** 15-05-2021 to 25-07-2021  
( 30 hours in 10 weeks)

**Focal Theme of the Course:** To Enhance Basic Knowledge of  
Computer.

### **Outcome of the Course:**

After the course students will familiar with different application software and different component of computer. Also they able to handle computer by their own and they have brief knowledge about DOS, Windows, MS word, MS Excel, MS Power Point, MS Paint etc. students will familiar internet and web browser like google chrome, Mozilla Firefox etc. After the course students are able to create their E-mail account and browse the information from internet through web browser.



## COURSE STRUCTURE DETAILS

**Day 1:** Definition, parts of computer. Concept of hardware and software with example.

**Day 2:** Operating system concept. DOS, Windows.. CUI. GUI. MULTIUSER MULTITASKING. Windows.. File manager.. Desktop.. Folder creation etc.

**Day 3:** Folder or directory, File creation.. Path concept. File copy paste from one folder to another..

**Day 4:** System tools.. Accessories.. calculator.. Paint.. Program manager.

**Day 5:** Drawing object in paint....different tools in paint.. Multimedia tools in windows. How to run video audio in windows.

**Day 6:** Documentation package.. MS Word. How to use.. Different menu in words.. Font.. page setup.. Print setup.. Way to letter writing..

Word art.. Etc

**Day 7:** Calculation package.. MS Excel.. Worksheet.. Row column cell concept. Function introduction addition subtraction.. Multiplication.. Division.. Average.. Highest lowest, bar chart, pie chart.

**Day 8:** Marksheet preparation..

**Day 9:** Presentation package.. MS Power Point... Slide concept custom animation, Slide show slide sorter view.. Etc.. A power point presentation regarding our college.

**Day 10:** Networking concept. Types of network.. LAN,MAN,WAN and their design structure.. Internet, web site.

**Day 11:** Browser concept.. Creation of account in Gmail.. Composing mail.. Attachment inbox concept etc..

**Day 12:** Evaluation....

Biodata making, Copying file media from Pen drive, Mail composing  
Mail merge, Salary sheet creation etc.

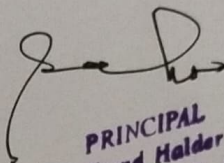
## Evaluation:

**Result Details (No. of Students taking up the Course vs No. of Students completing the Course): 47 students Appeared in the End Course Exam ( MCQ Test).**

**Course Completion Certificate: 47 students are getting certificate.**

Rasidul Karim  
..... Samiran Sengupta

**Course Coordinator(s)**

  
**PRINCIPAL**  
Dhruba Chand Halder College  
P.O.- D. Baresat, P.S.- Jayrambati  
South 24 Parganas, Pin- 743372



# CERTIFICATE OF PARTICIPATION



## DHRUBACHAND HALDER COLLEGE

P.O.- Dakshin Barasat, South 24 PGS

This is to certify that Smt/Sri ANKAN MONDAL of the Department of MICROBIOLOGY has successfully completed a short course(10 weeks) on Basic Computer Course (with DOS, Windows, MS Word , Excel, Power Point etc.) conducted by DCH College, in the academic session 2020-21 .

*Ludakshina Sengupta*

Signature, IQAC Coordinator

*S. Chatterjee*

Signature, Principal

*AKAIA*

*Sengupta*

Signature, Course Coordinator

# CERTIFICATE OF PARTICIPATION



DHRUBACHAND HALDER COLLEGE

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*Ludabehina Dasgupta*

Signature, IQAC Coordinator

*Sahoo*

Signature, Principal

*AKAISH*

*Dasgupta*

Signature, Course Coordinator