



Department of Computer Science & Application

About the College

Gour Mahavidyalaya, situated on the north side of Mahananda River where N.H.34 passes through Mangalbari, Old Malda, started its journey on the 5th day of September 1985 to cater to the needs of the people, mainly of the district, as well as those of this locality.

PRESENTS
ADD-ON COURSE
ON
ADVANCE COMPUTER-I
In Collaboration with
IQAC, Gour Mahavidyalaya
Course Code: GMCSAAC-I

About the department

The department of Computer Science started its journey from the session 2002-2003 with a meagre amount of 20 general stream students to cater to the educational needs of the weaker sections of this Block and to other parts of the districts in general under North Bengal University.

From
22nd August 2022
to
24th September 2022



Google Drive

Google Sites

Google Docs

Google Sheets

Admission Fees: NIL

Gour Mahavidyalaya

West Bengal, Malda

Department of Computer Science & Application

Add-on Course on: Advance Computer-I

(Special track for our own students)

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About the department:

The department of Computer Science started its journey from the session 2002-2003 with a meagre amount of 20 general stream students to cater to the educational needs of the weaker sections of this Block and to other parts of the districts in general under North Bengal University. At present both honours and general courses are running with three sanctioned full-time teaching posts and four SACT posts who are continuously guiding their students for their all-round development. The department publish wall magazine named "ABACUS" annually. Student seminars are organized in every semester for enhancing skills of the students. Besides, seminars, special lectures, career counselling programs, are also arranged for the benefit of students.

"Advanced Computers - I" is an intermediate level course that builds upon the foundational knowledge acquired in introductory computer courses. The course delves deeper into advanced concepts and explores more complex topics related to computers. "Advanced Computers - I" is an intermediate level course that builds upon the foundational knowledge acquired in Microsoft on-line tools. The course delves deeper into advanced concepts and explores more complex topics related to computers.

ABOUT THE COURSE:

Duration of the course: - 30 Hours

Eligibility: Any Student learning in the 3rd Semester of Computer Science & Application.

Medium of Instruction: - English & Bengali.

Objective: - To improve the computer skills of the students.

LEARNING OUTCOME

By the end of the course student shall be able -

1. To work on Gmail, Google Docs, Google Sheet, Google Sites, Google Drive efficiently.
2. Allows multiple students to write, edit, and comment on, and view documents. Students can share documents with their teachers for comments and editing suggestions. Students can work on Google Docs from anywhere they have Internet access.
3. To operate Google Sheets for proper interpretation of the data and Google Site for make their own website free of cost.
4. Google sites offers advanced collaboration features and access control options, making it a great choice for businesses. Multiple users can work on the same website simultaneously and permissions can be set to ensure that only authorised users have access to certain pages or sections.

Syllabus (Course Content)

1. Google Account

- Create Account
- Add Bookmarks
- Add multiple accounts

3. Google Doc

- Create, edit,
- Delete file
- Menus

5. Google Sites

- What is Google Sites?
- How to use Google Sites
- How to choose a design theme
- How to Add & manage pages.

2. Gmail

- Create account
- Send mails
- Check mails
- Create folder

4. Google Sheet

- Collaborative
- Smart, Secure.
- Cloud Based Architecture.
- Create & Edit Spread Sheet.

6. Google Drive

- Create folder
- Manage drive
- Share file
- Use other Google apps in drive



Course Description

➤ Target audience:

- ❖ Third semester students of the Department of Computer Science and Application.

➤ Course Period: One quarter

➤ Total Class Hours: 30 hrs. (30 Periods)

- ❖ **Lectures:** 5 hrs.
- ❖ **Hands-on workshops:** 18 hrs. (Practical sessions supervised by the departmental Teachers)
- ❖ **Exercises:** 7 hrs. (Individual projects assisted by the departmental Teachers)

Prerequisites and Dependencies

“Google Apps for Education” is one of the best solutions for messaging, collaboration, interactive learning and online classroom by Google.

Since this is a 5th semester course, there is no particular entry requirements. However, students are expected to have elementary knowledge of Google products and to be able to learn how to use these. Some primary understanding of computer organization basics is desirable.

The Education edition of Google Apps is equipped with all necessary tools for communication, collaboration, documentation, storage, sharing, learning and high security. Google Apps for Education includes Gmail, Calendar, Contacts, Drive (Docs, Sheets, Slides, Forms) and many more.

Organising Committee

Chief Patron: Dr. Ashim Kumar Sarkar, Principal

Chief Advisor: Dr. Pulak Kundu, Coordinator, IQAC, Gour Mahavidyalaya.

Course Coordinator: Akhil Kr. Das

Joint Coordinators: Arijit Bhattacharya and Dr. Subhendu Chatterjee

Organizing Secretaries: Ekram Alam, Deb Pratim Sinha,
Dipanjan Saha & Shib Charan Chowdhury.

Department of Computer Science & Application

Gour Mahavidyalaya, West Bengal, Malda

Enrolment Form for Add-on Course

Course Name:

Name of the student:

Semester:

College Id No.:

Department:

Contact No.:

Email Id:

Date:

Signature of the Teacher

Seal

