Unlock Your Potential!
Join Our Add-On Course Today!

Computer Fundamentals and Spoken English

by

**Department of Computer Science & Application, Department of English,
IQAC Gour Mahavidyalaya, in Collaboration with GenNext**

Are you ready to embark on a transformative journey towards mastering essential computer skills and spoken English proficiency? Look no further! Our collaborative Add-On Course in Computer Fundamentals and Spoken English, by Department of Computer Science & Application, and Department of English, Gour Mahavidyalaya, in Collaboration with GenNext, is meticulously crafted to empower you with the knowledge and expertise needed to thrive in today's dynamic world.

Led by esteemed faculty members from the Department of Computer Science & Application and the Department of English at Gour Mahavidyalaya, alongside industry experts from GenNext, this course promises an enriching learning experience that goes beyond traditional classroom teachings.

Why Choose Our Course?

- **Holistic Learning Experience**: Our course integrates technical expertise from the Department of Computer Science & Application with language proficiency skills from the Department of English, ensuring a holistic approach to skill development.
- **Industry Collaboration**: Benefit from the combined knowledge and experience of academia and industry experts, providing you with insights into the latest trends and practices in both computer science and language communication.
- **Practical Skill Development:** Engage in hands-on learning activities and real-world projects designed to sharpen your computer skills and enhance your English language proficiency, preparing you for success in diverse professional settings.
- **Mentorship and Guidance**: Receive personalized mentorship and guidance from experienced faculty members and industry professionals, empowering you to overcome challenges and reach your full potential.
- **Networking Opportunities**: Connect with like-minded peers, faculty members, and industry professionals, expanding your professional network and opening doors to new opportunities for collaboration and growth.

Course Details:

Duration: (23 + 7) Hours

Eligibility: 10 +2

Start Date: 12th January 2023

Hybrid Mode

Sessions conducted by experienced faculty members from the Department of Computer Science & Application and the Department of English, in collaboration with industry experts from GenNext.

Course Outline

Course: **Computer Fundamentals and Spoken English** – (23 + 7) Hours

Session 1: Introduction to Computers (1 hours)
- What is a Computer?
- History of Computers
- Components of a Computer System
- Types of Computers (Desktop, Laptop, Tablet, etc.)
- Operating Systems Overview (Windows, macOS, Linux)

Session 2: Microsoft Word Basics (4 hours)
- Introduction to Microsoft Word
- Creating and Saving Documents
- Formatting Text and Paragraphs
- Working with Fonts, Colors, and Styles
- Inserting and Formatting Images
- Using Bullets and Numbering
- Page Layout and Margins
- Headers and Footers
- Spell Check and Grammar

Session 3: Microsoft Word Advanced (2 hours)
- Tables and Borders
- Inserting Headers, Footers, and Page Numbers
- Creating and Formatting Styles
- Inserting Tables of Contents
- Managing References (Footnotes, Endnotes, Citations)

Session 4: Microsoft Excel Basics (4 hours)
- Introduction to Microsoft Excel
- Excel Interface Overview
- Entering and Editing Data
- Basic Formulas and Functions
- Formatting Cells and Data
- Working with Rows, Columns, and Sheets
- Sorting and Filtering Data

Session 5: Microsoft Excel Advanced (2 hours)
- Advanced Formulas and Functions (IF, VLOOKUP, SUMIF, etc.)
- Data Validation and Conditional Formatting

- Charts and Graphs
- PivotTables and PivotCharts
- Protecting Sheets and Workbooks

Session 6: Microsoft PowerPoint Basics (4 hours)
- Introduction to Microsoft PowerPoint
- Creating Slides and Layouts
- Adding Text, Images, and Shapes
- Formatting Slide Elements
- Slide Transitions and Animations
- Using Slide Master
- Adding Speaker Notes

Session 7: Microsoft PowerPoint Advanced (2 hours)
- Working with Multimedia (Audio, Video)
- Customizing Animations
- Creating Custom Slide Shows
- Presenting and Rehearsing
- Exporting and Printing Slides

Session 8: Internet and World Wide Web (3 hours)
- Google Drive (Including Google Form)
- Google Classroom
- ChatGPT (Overview)
- Introduction to the Internet
- Understanding Web Browsers (Chrome, Firefox, MS Edge)
- Navigating Websites (IRCTC etc)
- Searching the Web Effectively
- Online Safety and Security

Session 9: Email Basics (1 hours)
- Email: Introduction
- Setting up an Email Account
- Sending and Receiving Emails
- Managing Email Folders and Labels
- Attaching Files to Emails
- Email Etiquette and Best Practices

Session 10: Communicative English (2 Hours)
- Soft Skills Development
- Spoken English

Session- 11 Pronounciation (2 Hours)
- Phonetics
- Reading and Listening Skills

Session- 12 Writing English (3 Hours)
- Grammar for Writing English
- Writing Email
- Writing Applications
- Writing CV
- Writing Notice

Session 10: Practical Applications and Review
- Q&A Session
- Course Evaluation and Feedback

Instructors:

► **Arijit Bhattacharya**, Assistant Professor, Department of Computer Science, Gour Mahavidyalaya

► **Akhil Kumar Das,** Assistant Professor, Department of Computer Science, Gour Mahavidyalaya

► **Ekram Alam** , Assistant Professor, Department of Computer Science, Gour Mahavidyalaya

► **Dr. Md Mursed Alam** , Assistant Professor, Department of English, Gour Mahavidyalaya

► **Dr. Dhritiman Chakraborty** , Assistant Professor , Department of English, Gour Mahavidyalaya

► **Dr. Arun Pramanik**, Assistant Professor, Department of English, Gour Mahavidyalaya

► **Dr. Subhendu Chatterjee**, SACT I, Department of Computer Science, Gour Mahavidyalaya

► **Debopratim Sinha**, SACT-II, Department of Computer Science, Gour Mahavidyalaya

► **Shib Charan Chowdhury**, SACT II, Department of Computer Science, Gour Mahavidyalaya

► **Dipanjan Saha**, SACT II, Department of Computer Application, Gour Mahavidyalaya

► **Dr. Niladri Sekhar Mridha**, SACT I Department of English, Gour Mahavidyalaya

► **Dr. Nilatpal Singha Barma**, SACT I Department of English, Gour Mahavidyalaya

► **Farid Rahman, GenNext**

Join Us Today!

Don't miss out on this unique opportunity to enhance your skills and accelerate your career growth. Enroll in our collaborative Add-On Course in Computer Fundamentals and Spoken English today!