

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.



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.

DEPARTMENT OF COMPUTER SCIENCE & APPLICATION

PRESENTS

ADD-ON COURSE

ON

MS- OFFICE TOOLS

In Collaboration with

IQAC, Gour Mahavidyalaya

Admission Fees: NIL

From 2nd Feb'23 to 13th Mar23



Gour Mahavidyalaya

West Bengal, Malda

Department of Computer Science & Application

Add-on Course on: MS-Office Tools

(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.

-: Course Syllabus :-

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Introduction to course

This course is aimed at presenting foundation concepts of to enable the students to study MS Office and to enrich the practical knowledge in MS Office. The special track is organized as a series of lectures, hands-on workshops and exercises using MS Office Tools like MS-WORD, MS-EXCEL & MS-POWER

Course Description

- **Target audience:**
 - ❖ First semester students of the Department of Computer Science and Application.
- **Course Period:** One quarter
- **Total Class Hours:** 30 hrs. (30 Periods)
 - ❖ **Lectures:** 15 hrs.
 - ❖ **Hands-on workshops:** 8 hrs. (Practical sessions supervised by the departmental Teachers)
 - ❖ **Exercises:** 7 hrs. (Individual projects assisted by the departmental Teachers)

Prerequisites and Dependencies

- Since this is a 2nd semester course, there is no particular entry requirements. However, students are expected to have elementary knowledge of Microsoft Windows and MS-Office tools.
- The course teaching language is English as well as Bengali, so students have to have communication, reading and apprehension skills of English.
- In turn, this course provides a foundation for give students the flavours of Microsoft Office. They also understand, how to use MS-WORD for create documents, MS-EXCEL for calculation & charting as well as MS-Power Point Presenting their Seminar Presentation.

Objective

1. Add-on Course in Microsoft Office & Internet will help students to broaden their employment opportunities by proving skills in Microsoft Office and knowledge of working with Internet.
2. This course can result in higher earning potential and career advancement.
3. This course not only aims to provide them ability to use Microsoft Office applications for on-the-job needs but also provides a valuable distinction in entering higher education or the workforce by promoting academic preparedness and an opportunity to develop skills which businesses need for workforce readiness.

Learning Outcomes

After course completion the students will have the following learning outcomes of Microsoft Office helps students to build a brighter future by empowering them with:

1. Basic Essential Computing skills companies are looking for.
2. Hands-on Practical Knowledge.
3. Boosting their resume.
4. Providing an edge over other applicants in the competitive job market.
5. Providing valuable experience and confidence.
6. Heightening their earning potential.
7. Gaining recognition among peers and employers.
8. Helping them in pursuit of higher education or a successful career.

Syllabus

MS WINDOWS, Computer Basics: Introduction to MS WINDOW, Element of Microsoft word window, working with desktop & start Menu button, opening file or program from start menu button, Computer parts & Technology, understanding storage drives & File management.

MS WORD: Introduction to Word Processing, Features of Word Processing, Process to open Microsoft word, area of uses, working with MS WORD, Toolbar & Button.

MS EXCEL: Introduction to Excel, Features of Excel, Staring Excel 2003, Component of excel window, Workbook Management, Types of Charts, Different types of data type, Adding worksheet, rows & Column.

MS POWER-POINT: Introduction to power point, process to open Ms PowerPoint, Working with presentation, slides, inserting a chart, insert video & Sound clips.

FINAL DISCUSSION.

Evaluation

The final grade will be calculated based on the following weights:

- ❖ Tests and quizzes during lecture and hands-on time – 25%
- ❖ Individual projects – 30%
- ❖ Bonus points for active participation in hands-on workshops – 20%
- ❖ Final test – 25%

Test and quizzed during lectures are also used as students' attendance confirmation. Students whose attendance is lower than regulated attendance rate (2/3 or more) are considered to abandon the class. Students who didn't achieved at least 50% progress before final test are also considered to abandon the class.

In contrast, students who successfully performed their individual projects with a progress level higher than 80%, and demonstrated good results during regular classes may be allowed by the lecturer not to take the final test with automatically achieving the maximum score for the final test.

Referential Sources

The list of referential sources is subject of further updates.

Useful Text Books and Papers

1. R K Taxali, PC Software for Windows 98 Made Simple, 2015, McGraw Hill Education Pvt. Ltd.
2. Jodi Davenport, Critch Greaves, Michael Groh and Eruce Hall berg, Inside Microsoft Office Professional , 1994, New Riders Publications.
3. Cloria Madumere, 3 – IN – 1 Microsoft Word, Power Point and Excel 2010, First Edition 2016, Create space Independent Publishing Platform.

Organising Committee

Chief Patron: Dr. Ashim Kumar Sarkar, Principal

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

Course Coordinator: Arijit Bhattacharya

Joint Coordinators: Ekram Alam and Akhil Kr. Das

Organizing Secretaries: Dr. Subhendu Chatterjee, 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

 **Department of Computer Science & Application**
Gour Mahavidyalaya, West Bengal, Malda

Certificate of Participation

This is to certify that of Semester.....
department of Has successfully completed the Add-on
course on "Microsoft Office Tools", organised by department of Computer Science &
Application in collaboration with IQAC, Gour Mahavidyalaya, Mangalbai, Malda from 9th
February 2022 to 13th March 2022.

Coordinator Joint Coordinator Coordinator
Principal
Coordinator
IQAC