CERTIFICATE COURSE

(Value Added -2022-23)

Computer Basic and Application

Course Offer for B.Sc. Geography (Honours)

SEVA BHARATI MAHAVIDYALAYA

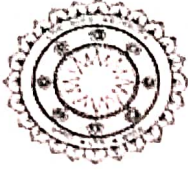## Course Eligibility: U.G 4nd Semester Student

Seat Capacity: 20
Duration: 6 months

Principal
Deba Prasad Sahu

Course Coordinator
Dr. Chandan Karan

SEVA BHARATI MAHAVIDYALAYA
ESTD-1964
KAPGARI
JHARGRAM

SEVA BHARATI MAHAVIDYALAYA
(A multi-faculty college affiliated to Vidyasagar University and funded by UGC & Govt. of W.B.)
Vill. & P.O.-Kapgari: P.S.-Jamboni: Dist.-Jhargram (W.B.): Pin.-721505
Email: principal.sbm.dps@gmail.com/ sevabharati.mahavidyalaya@sbmahavidyalaya.in
Contact:9433122259//9883059582 :: Website: sbmahavidyalaya.in

Ref. No. ....

Date. ....

Certificate/ Value Added Course
on
COMPUTER BASIC AND APPLICATION
Organized by:
Department of Geography
Seva Bharati Mahavidyalaya
Academic Session: 2022-23

Seat Capacity: 20   Duration: 6 months (52Hrs)/26 week

Name of the Course: Computer Basic and Application
Course Coordinators: Dr. Chandan Karan
Resource Person:
1. Dr. Pranab Sahoo, Assistant Professor and HoD, Seva Bharati Mahavidyalaya
2. Dr. Subhankar Patra, Assistant Professor, Seva Bharati Mahavidyalaya
3. Dr. Chandan Karan, Faculty, Seva Bharati Mahavidyalaya
4. Mrs. Arpita Patra, Faculty, Seva Bharati Mahavidyalaya

Course Duration: 5th Nov,2022 to 6th May,2023, 6 months (52Hrs.)/26 week.
Course Fees: No
Course Eligibility: Any qualification minimum of 12+ (U.G 4nd Semester Student)

Course aims:
The course structure for a Certificate in Basic Computer Application typically covers fundamental concepts and practical skills in using computers and common software applications. This course is designed to get a preliminary ideas of computer and its applications. Those who didn't learn computer in 10+2 level, this course is a stepping stone for them to venture first time into computer-based applications.

Course objectives: This Course has been deign considering the following object:
1. To provide idea about basic function and application of Computer.
2. Hand on tanning on MS-Word, MS-Excel, MS-Power point
3. Techniques of Mailing, Internet surfing and file management

Syllabus:
Unit-I: Computer Basic
1.1 Knowing computer.
1.2 Basic application of computer.
1.3 Computer memory, concepts of hardware and software.
1.4 Operating system; running an application, viewing of file, folders and directories.
1.5 Creating and renaming of files and folders.
Unit-II: Computer application
2.1 Understanding word processing: Using spreadsheet: basics of spreadsheet; manipulation of cells; formulas and functions; editing of spreadsheet, printing of spreadsheet.
2.2 MS-Word, MS-Excel, MS- Power point.
2.3 Introduction to internet; Application of internet, World Wide Web; email.

Books Recommended:
1. Bartee, Thomas C. (1977): Digital Computer Fundamental; McGraw Hill.
2. Chauhan, S.; Chauhan, A. and Gupta, K. (2006): Fundamental of Computer; Firewall Media.
3. Flake, L.J.; McClintock, C.E. and Turner, S. (1989): Fundamental of Computer Education; Wordsworth Pub. Co.
4. Leon, A .and Leon,M.(1999): Introduction to Computer, USB Publishers' Distributors Ltd.
5. Malvino, A.P. and Leach, D.P. (1981): Digital Principles and Appications; TataMcGraw Hill.
6. Mano, Moris M. and Kime, Charles R. (2004): Logic and Computer Design Fundamental; Prentice Hall.
7. Rajaraman, V. (2003): Fundamentals of Computer, Prentice Hall Publisher
8. Sarkar, A. and Gupta, S.K (2002) Elements of computer Science, S Chand and Company, New Delhi
9. Blissmer (1996): Working with MS Word; Houghton Mifflin Co.
10. Johnson, Steve (2007): Microsoft Power Point 2007; Pearson Paravia Bruno.
11. Leon, A .and Leon,M.(1999): Introduction to Computer, USB Publishers' Distributors Ltd.
12. Leon, A. and Leon, M.(1999): A beginners Guide to Computers, Vikas
13. Rajaraman, V. (2008): Computer Primer; Prentice Hall of India Pvt. Ltd.
14. Shepard, Aaron (2007): Perfect Pages; Shepard Publications.
15. Tyson, Herbert L. (2007): Microsoft Word 2007 bible; John Wiley.
16. Walkenbach, John (2007): Excel 2007 Bible; John Wiley.

Assign the faculty of that certificate course:
Unit-I: Computer Basic
1.1 Knowing computer (PS)
1.2 Basic application of computer (SP)
1.3 Computer memory, concepts of hardware and software (CK)
1.4 Operating system; running an application, viewing of file, folders and directories (AP,PS)
1.5 Running an application, viewing of file, folders and directories (PS)
1,6 creating and renaming of files and folders (CK)
Unit-II: Computer Application
2.1 Understanding word processing: Using spreadsheet: basics of spreadsheet; manipulation of cells; formulas and functions; editing of spreadsheet, printing of spreadsheet (PS,SP,CK)
2.2 MS-Word, MS-Excel, MS- Power point.(PS,AP)
2.3 Introduction to internet; Application of internet, World Wide Web; email. (PS,SP,CK)
Practical class on MS-Word, MS-Excel, Making a small presentation: MS PowerPoint (PS,SP,CK,AP)

Conducted by Department of Geography, Seva Bharati Mahavidyalaya, Kapgari, Jhargram, West Bengal

Course Outcome:

This certificate course is expected to generate the following outcome;

1. Participants will have a clear idea about the basics of computer and its applications.
2. They will know profoundly both about hardware and software in this course.
3. Application like Microsoft Office word, Microsoft Office excel, Microsoft Power point, Email will be covered this course.
4. Hand on training will enhance their knowledge and skill.
5. At the end, certificate will be provided to them.

Course Content of Computer Basic and Application:

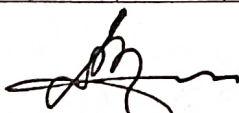| Semester	Course Type with Course Title	Course Coordinator		Syllabus and Unit distribution	Allotted teacher	Credit (10)	Lecture, Practical(T&P)	Hours (52)	Approved
IV (202-23)	Certificate Course on Value Added	Dr. Chandan Karan	Theory-I	Unit –I.1: Knowing computer: What is computer.	Dr. Pranab Sahoo	01	01	2	Coordinator
				Unit-I.2: Basic application of computer	Mrs Arpita Patra		01	2	Coordinator
				Unit-I.3: Computer memory, concepts of hardware and software	Dr. Chandan Karan	01	02	4	Coordinator
				Unit-I.4: Operating system; running an application	Mrs Arpita Patra		02	4	Coordinator
				Unit-I.5: Running an application, viewing of file, folders and directories	Dr. Pranab Sahoo	01	02	4	Coordinator
				Unit-1.6: Creating and renaming of files and folders	Dr. Chandan Karan		02	4	Coordinator
			Practical-II	Unit-II.1: Understanding word processing: Using spreadsheet: basics of spreadsheet; manipulation of cells; formulas and functions; editing of spreadsheet, printing of spreadsheet.	Dr. Pranab Sahoo Dr. Subhankar Patra Dr. Chandan Karan	01	04	8	Coordinator
				Unit- II.2: MS-Word, MS-Excel, MS- Power point	Dr. Pranab Sahoo Mrs Arpita Patra	02	04	8	Coordinator
				Unit-II.3: Introduction to internet; Application of internet, World Wide Web; email.	Dr. Pranab Sahoo Dr. Subhankar Patra Dr. Chandan Karan	02	04	8	Coordinator
				Units –II.4: Practical class on MS-Word, MS-Excel, Making a small presentation: MS PowerPoint	Dr. Pranab Sahoo Dr. Subhankar Patra Dr. Chandan Karan Mrs Arpita Patra	02	04	8	Coordinator

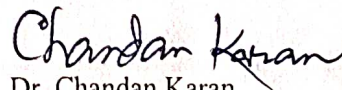*Conducted by Department of Geography, Seva Bharati Mahavidyalaya, Kapgari, Jhargram, West Bengal*
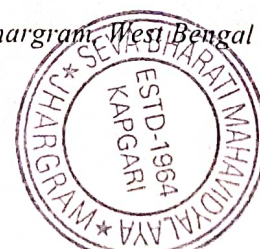
Routine for Course Content of Computer Basic and Application:

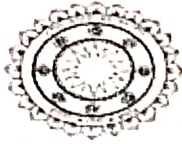| Week /Month	Day	Duration(Hrs) & Time	Unit/ topic	Allotted teacher	Remark
1st Week of Nov,2022	Saturday 5.11.22	2 (2.30-4.30pm)	Unit –1.1: Knowing computer	Dr. Pranab Sahoo	Theory
		2 (2.30-4.30pm)	Unit-I.2: Basic application of computer	Mrs. Arpita Patra	Theory
2nd Week of Nov,2022	Saturday 12.11.22	2 (2.30-4.30pm)	Unit-I.3: Computer memory	Dr. Chandan Karan	Theory
		2 (2.30-4.30pm)	Unit-I.3: Concepts of hardware	Mrs. Arpita Patra	Theory
3rd Week of Nov,2022	Saturday 19.11.22	2 (2.30-4.30pm)	Unit-I.3: Concepts of software	Dr. Pranab Sahoo	Theory
		2 (2.30-4.30pm)	Unit-I.4: Operating system	Dr. Subhankar Patra	Theory
4th Week of Nov,2022	Saturday 26.11.22	2 (2.30-4.30pm)	Unit-I.4: Introducing of Running an application, viewing of file, folders.	Dr. Pranab Sahoo	Practical
1st Week of Dec,2022	Saturday 3.12.22	2(2.30-4.30pm)	Unit-I.4: Viewing of file, folders and directories.	Dr. Pranab Sahoo	Practical
2nd Week of Dec,2022	Saturday 10.12.22	2 (2.30-4.30pm)	Unit-1.5: Creating and renaming of files and folders	Dr. Subhankar Patra	Practical
3rd Week of Dec,2022	Saturday 17.12.22	2 (2.30-4.30pm)	Unit-1.5: Creating and renaming of files and folders and their application	Mrs. Arpita Patra	Practical
5th Week of Dec,2022	Saturday 31.12.22	2 (2.30-4.30pm)	Unit-II.1: Understanding word processing	Dr. Pranab Sahoo	Practical
1st Week of Jan,2023	Saturday 7.01.23	2 (2.30-4.30pm)	Unit-II.1Manipulation of cells; formulas and functions; editing of spreadsheet	Dr. Chandan Karan	Practical
3rd Week of Jan,2023	Saturday 21.01.23	2 (2.30-4.30pm)	Unit-II.1 Introducing to Printing of spreadsheet	Dr. Pranab Sahoo	Practical
4th Week of Jan,2023	Saturday 28.01.23	2 (2.30-4.30pm)	Unit-II.1Printing of spreadsheet and file processing	Dr. Subhankar Patra	Practical
1st Week of Feb,2023	Saturday 04.02.23	2 (2.30-4.30pm)	Unit- II.2: Introduction to MS-Word	Dr. Pranab Sahoo	Practical
2nd Week of Feb,2023	Saturday 11.02.23	2 (2.30-4.30pm)	Unit- II.2: Introduction to MS-Excel	Dr. Pranab Sahoo	Practical
4th Week of Feb,2023	Saturday 25.02.23	2 (2.30-4.30pm)	Unit- II.2: Application of MS-Word and MS-Excel	Mrs. Arpita Patra	Practical
1st Week of March,2023	Saturday 04.03.23	2 (2.30-4.30pm)	Unit- II.2: Introduction to MS- Power point	Dr. Pranab Sahoo	Practical
2nd Week of March,2023	Saturday 11.03.23	2 (2.30-4.30pm)	Unit- II.2: Application of MS- Power point	Dr. Chandan Karan	Practical
3rd Week of March,2023	Saturday 18.03.23	2 (2.30-4.30pm)	Unit-II.3: Introduction to internet, Application of internet	Mrs. Arpita Patra	Practical
4th Week of March,2023	Saturday 25.03.23	2 (2.30-4.30pm)	Unit-II.3: Introduction to World Wide Web and email	Mrs. Arpita Patra	Practical
1th Week of April,2023	Saturday 01.04.23	2 (2.30-4.30pm)	Practical class on editing of spreadsheet, printing of spreadsheet	Dr. Subhankar Patra	Practical
2nd Week of April,2023	Saturday 08.04.23	2 (2.30-4.30pm)	Practical class on MS-Word, MS-Excel, MS- Power point	Dr. Pranab Sahoo	Practical
3rd Week of April,2023	Saturday 15.04.23	2 (2.30-4.30pm)	Practical class on to internet; Application of internet, World Wide Web; email.	Dr. Subhankar Patra	Practical
5th Week of April,2023	Saturday 29.04.23	2 (2.30-4.30pm)	Theory Examination	Dr. Chandan Karan	Examination
1th Week of May,2023	Saturday 06.05.23	2 (8.30-10.30am)	Practical examination	Dr. Chandan Karan	Examination

Dr. Deba Prasad Sahu
Principal

Dr. Chandan Karan
Course Coordinator

Conducted by Department of Geography, Seva Bharati Mahavidyalaya, Kapgari, Jhargram, West Bengal

Ref. No. ....   Date. ....

Certificate/ Value Added Course
on
COMPUTER BASIC AND APPLICATION
Organized by:
Department of Geography
Seva Bharati Mahavidyalaya
Academic Session: 2022-23
List of Participants

SL NO.	NAME	Reg. No.	Roll	NO.	Signature
1	Dipanjan Mahata	VU211035694	1124146	210040	Dipanjan Mahata
2	Sourav Pal	VU211035751	1124146	210077	Sourav Pal
3	Soumen Karan	VU211035746	1124146	210072	Soumen Karan
4	Rohit Jana	VU211035733	1124146	210062	Rohit Jana
5	Sasim Karan	VU211035739	1124146	210067	Sasim Karan
6	SK Rafikul	VU211035741	1124146	210069	SK Rafikul
7	Bibek Mahata	VU211035688	1124146	210035	Bibek Mahata
8	PRIYA MAHATA	VU211035726	1124146	210056	Priya Mahata
9	RITU MAHATA	VU211035732	1124146	210056	Ritu Mahata
10	PIYALI DAS	VU211035723	1124146	210055	Piyali Das
11	PUJA DAS	VU211035729	1124146	210059	Puja Das
12	DHASNA HANSDA	VU211035693	1124146	210039	Dhasna Hansda
13	Deb Kumar mahata	VU211035692	1124146	210038	Deb kumar mahata
14	Kuntal Murmu	VU211035709	1124146	210045	Kuntal Murmu
15	Srijan Mandi	VU211035752	424146	210078	Srijan Mandi
16	Sajen Murmu	VU211035736	1124146	210064	Sajen Murmu
17	Abhisek Mahata	VU211035677	1124146	210028	Abhisek Mahata
18	Suchitra Chakrabaty	VU211035757	1124146	210082	Suchitra Chakarabaty
19	Bandana Pal	VU211035684	112146	210031	Bandana Pal
20	Debkumar Mahata	VU211035692	1124146	210038	Debkumar Mahata

Principal
Seva Bharati Mahavidyala

Course Coordinator
Seva Bharati Mahavidyalay

SEVA BHARATI MAHAVIDYALAYA

MCQ Test on Computer Basics and Computer Applications
Department of Geography, B.Sc. Honours/General
Certificate Course on Value Added (2022-23)

Full Mark: 20

Time : 30 Minutes

Answer following questions:

20 X 1 = 20

1. Which of the following is the brain of the computer?
   a) Monitor
   b) Central Processing Unit (CPU) ✓
   c) Keyboard
   d) Mouse

2. Which part of the computer is responsible for data storage?
   a) CPU
   b) RAM
   c) Hard Drive ✓
   d) Motherboard

3. What does RAM stand for?
   a) Read Access Memory
   b) Random Access Memory ✓
   c) Read And Memorize
   d) Randomly Accessed Memory

4. Which of the following is an example of an input device?
   a) Printer
   b) Monitor
   c) Keyboard ✓
   d) Speaker

5. Which software is used to browse the internet?
   a) Microsoft Word
   b) Adobe Photoshop
   c) Google Chrome ✓
   d) VLC Media Player

6. Which of the following is a popular word processing application?
   a) Microsoft Excel
   b) Microsoft Word ✓
   c) Microsoft PowerPoint
   d) Microsoft Access

7. In Microsoft Excel, a file is called a:
   a) Document
   b) Workbook ✓
   c) Presentation
   d) Database

8. Which application is used to create presentations?
   a) Microsoft Word
   b) Microsoft Excel
   c) Microsoft PowerPoint ✓
   d) Microsoft Access

9. What does PDF stand for?
   a) Portable Document Format ✓
   b) Printable Document Format
   c) Portable Data Format
   d) Printable Data Format

10. Which of the following is a web-based email service?
    a) Microsoft Word
    b) Google Drive
    c) Gmail ✓
    d) Adobe Acrobat

11. Which of the following is used to create a document in Microsoft Word?
    a) Worksheet
    b) Slide
    c) Document ✓
    d) Database

12. Which shortcut key is used to copy selected text in Microsoft Word?
    a) Ctrl + X
    b) Ctrl + C ✓
    c) Ctrl + V
    d) Ctrl + Z

13. Which of the following is used to create a document in Microsoft Word?
    a) Worksheet
    b) Slide
    c) Document ✓
    d) Database

14. Which shortcut key is used to copy selected text in Microsoft Word?
    a) Ctrl + X
    b) Ctrl + C ✓
    c) Ctrl + V
    d) Ctrl + Z

15. Which of the following options is used to change the font size in a document?
    a) Page Layout
    b) References
    c) Font Size ✓
    d) Insert

16. What is the extension of a Microsoft Word 2010 document?
    a) .txt
    b) .doc
    c) .docx ✓
    d) .pdf

17. Which feature in Microsoft Word helps to find synonyms for a selected word?
    a) Spell Check
    b) Grammar Check
    c) Thesaurus ✓
    d) Word Count

18. Which of the following is used to create slideshows in Microsoft PowerPoint?
    a) Document
    b) Worksheet
    c) Presentation ✓
    d) Database

19. Which shortcut key is used to start a slideshow from the beginning in PowerPoint?
    a) F5 ✓
    b) Ctrl + F5
    c) Shift + F5
    d) Alt + F5

20. Which of the following options is used to insert a new slide in a presentation?
    a) Home > New Slide ✓
    b) Insert > New Slide
    c) Design > New Slide
    d) File > New Slide
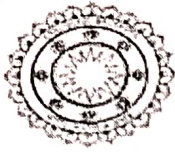
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Ref. No. ....   Date ....

MARKS SUBMISSION
Certificate/ Value Added Course
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Organized by:
Department of Geography
Seva Bharati Mahavidyalaya
Academic Session: 2022-23

SL NO.	NAME	Theory (20)	Practical (20)	Viva(10)	Total	Grade
1	Dipanjan Mahata	20	20	9	49	A+
2	Dhasna Hansda	20	20	8	48	A+
3	Puja das	20	20	9	49	A+
4	Piyali Das	20	20	8	48	A+
5	Priya Mahata	20	20	8	48	A+
6	Ritu Mahata	20	20	9	49	A+
7	Soumen Karan	20	20	9	49	A+
8	Sasim Karan	20	20	9	49	A+
9	Sourav Pal	20	20	9	49	A+
10	Rohit Jana	20	20	9	49	A+
11	Bibek Mahata	20	20	9	49	A+
12	Sk. Rafikul	20	20	9	49	A+
13	Srijan Mandi	20	20	8	48	A+
14	Sagen Murmu	20	20	8	48	A+
15	Bandana Pal	20	20	9	49	A+
16	Abhisek Mahata	20	20	8	48	A+
17	Debkumar Mahata	20	20	8	48	A+
18	Suchitra Chakraborty	20	20	8	48	A+
19	Sneha Maity	20	20	8	48	A+
20	Kuntal Murmu	20	20	9	49	A+

Principal
Seva Bharati Mahavidyala

Chandan Karan
Course Coordinator
Seva Bharati Mahavidyalay

Computer Basic And Application

Certificate/ Value Added Course

conducted by Dept. of Geography, Seva Bharati Mahavidyalaya.

REGISTER OF ATTENDANCE OF STUDENTS

For the month of........................202

Sl. No.	Roll No.	NAME OF STUDENTS
1.		Dipanjan Mahata.
2		Sourav pal
3		Souman Karan
4		Rahit Jana.
5		Sasim Karor
6		Sk. Rafikul
7		Bibek Mahata.
8		Priya Mahata.
9		Ritu Mahata.
10		Anjali Das
11		Disa Das
12		Dhirana Hansda
13		Debkumar Mahata.
14		Kushal Murmu
15		Grijan Mundi
16		Sadgen Murmu
17		Bandana pal
18		Abhisek Mahata
19		Deb kumar Mahata.
20		Suchitra Chakraborty

No. Present Daily

No. Absent Daily

TOTAL:

Hindus-   Muslims-   + Others-

No. of Free Students-   No. of ½ Free Students-

No. of Working days during the month -

Average Daily Attendance -

Persentage of Attendance during the Month -

Chandan Kar
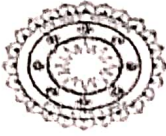
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Contact:9433122259//9883059582 :: Website: sbmahavidyalaya.in

Ref No ....   Date ....

STUDENT ENROLLMENT FORM

Certificate/ Value Added Course

on

COMPUTER BASIC AND APPLICATION

Organized by:

Department of Geography

Seva Bharati Mahavidyalaya

Academic Session: 2022-23

1. Name(Block Letter): SOURAV PAL
2. University Registration No. with year : VU211035751 of 2021-2022
3. Department : GEOGRAPHY (HONS)
4. Semester : 4th
5. Address : GOWALDANGA, DHARAMPUR, LALGARH, JHARGRAM, 721516
6. Contact No. (WhatsaApp No.) : 8389995385
7. Email ID : souravmortalpal@gmail.com
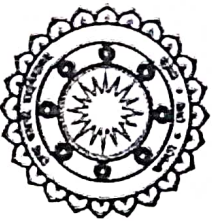
Sourav Pal

Signature of the applicant

For Department Use Only

Principal
Seva Bharati Mahavidyala

Chandan Karan
Course Coordinator
Seva Bharati Mahavidyalay

SEVA BHARATI MAHAVIDYALAYA

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Email: principal.sbm.dps@gmail.com/ sevabharati.mahavidyalaya@sbmahavidyalaya.in

Certificate Course on Computer Basic and Application

Department of Geography, B.Sc. Honours/General
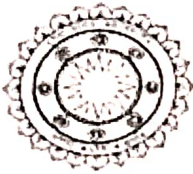### Certificate Course on Value Added (2022-23)

Certificate

This is to certify that Mr./Mrs. ...Soumen Karan..., Dept. of Geography,
Seva Bharati Mahavidyalaya, Kapgari, Jhargram, West Bengal, has Successfully Completed the 6 month duration
course on 'Computer Basic and Application' from our Institution with Grade .A⁺.

I wish you all the success, happiness and bright future.

Chandan Karan

Dr. Chandan Karan
(Course Coordinator)

Dr. Deba Prasad Sahu
(Principal)

SEVA BHARATI MAHAVIDYALAYA

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Ref. No. ....   Date. ....

Report of the Certificate Course

on
COMPUTER BASIC AND APPLICATION
Organized by:
Department of Geography
Seva Bharati Mahavidyalaya
Academic Session: 2022-23

Title of the Course: **COMPUTER BASIC AND APPLICATION**
No. of Students Enrolled: 20

No. of Students Appeared: 20

Aims and Objectives of the Course: Course aims:
The course structure for a Certificate in Basic Computer Application typically covers fundamental concepts and practical skills in using computers and common software applications. This course is designed to get a preliminary ideas of computer and its applications. Those who didn't learn computer in 10+2 level, this course is a stepping stone for them to venture first time into computer-based applications.

**Course objectives:** This Course has been deign considering the following object:
1. To provide idea about basic function and application of Computer.
2. Hand on tanning on MS-Word, MS-Excel, MS-Power point
3. Techniques of Mailing, Internet surfing and file management

Course Outcome:
This certificate course is expected to generate the following outcome;
1. Participants will have a clear idea about the basics of computer and its applications.
2. They will know profoundly both about hardware and software in this course.
3. Application like Microsoft Office word, Microsoft Office excel, Microsoft Power point, Email will be covered this course.
4. Hand on training will enhance their knowledge and skill.
5. At the end, certificate will be provided to them.

Course Co-ordinator
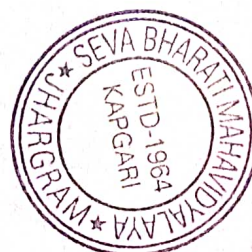
Principal

Principal
Seva Bharati Mahavidyalaya
Kapgari, Jhargram