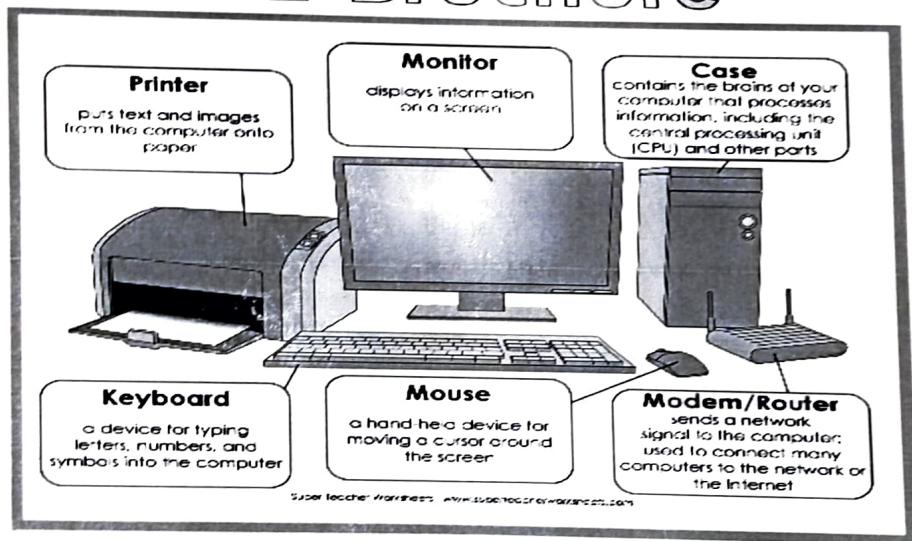




ADD ON COURSE- BASIC COMPUTER COURSE

ORGANIZED BY
DEPARTMENT OF COMPUTER SCIENCE
In Collaboration with
Education, Sanskrit and Political Science department
DHRUBA CHAND AHLDER COLLEGE

E-Brochure



2022-23

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



**COURSE WILL START FROM
15TH FEBRUARY, 2023**

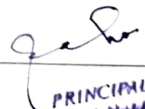
**INTERESTED STUDENT SHOULD ENROLL THEIR NAME BEFORE 10TH
FEBRUARY, 2023**

Course Duration: 30 Hours


PRINCIPAL
Dhriti Chand Halder College
P.O.-D. Barasat, P.S.-Jaynagar,
Dist-24 Pgs. (S) Pin-743372

Course Details

Sub- Modules	Topic
1	Definition, parts of computer. Concept of hardware and software with example.
2	Operating system concept. DOS, Windows.. CUI. GUI. MULTIUSER MULTITASKING. Windows.. File manager.. Desktop.. Folder creation etc.
3	Folder or directory, File creation.. Path concept. File copy paste from one folder to another..
4	System tools.. Accessories.. calculator.. Paint.. Program manager.
5	Drawing object in paint....different tools in paint.. Multimedia tools in windows. How to run video audio in windows.
6	Documentation package.. MS Word. How to use.. Different menu in words.. Font.. page setup.. Print setup.. Way to letter writing.. Word art.. Etc



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Continue.....

Continued...

7	Calculation package.. MS Excel.. Worksheet.. Row column cell concept. Function introduction addition subtraction.. Multiplication.. Division.. Average.. Highest lowest, bar chart, pie chart.
8	Marksheet preparation..
9	Presentation package.. MS Power Point... Slide concept custom animation, Slide show slide sorter view.. Etc.. A power point presentation regarding our college
10	Browser concept.. Creation of account in Gmail.. Composing mail.. Attachment inbox concept etc..

RESOURCE PERSONS:

1. Prof. Rasidul Karim, Department of Computer Science
2. Prof. Samiran Sengupta, Department of Computer Science
3. Prof. Prabir Ghosh, Department of Education
4. Prof. Deb Kumar Halder, Department of Education
5. Prof. Subhasis Bhattacharya, Department of Sanskrit
6. Prof. Subir Gayen, Department of Political Science
7. Prof. Kutubuddin Sekh
8. Prof. Sukanta Das


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