



**Value Added Program**  
**On**  
**CERTIFICATE COURSE: INFORMATION TECHNOLOGY AND ITS APPLICATIONS**  
**by**  
**IQAC & Department of Computer Science**  
**Government General Degree College Singur**  
Singur, Hooghly-712409  
**(Affiliated to University of Burdwan)**

**Schedule of Classes (1<sup>st</sup> December 2021- 31<sup>st</sup> December 2021)**

Sl. No.	Module	Date	Time	Instructor	Topics to be covered
1	Module-I : <b>Fundamentals of Computers-I</b>	05/12/2021	6pm-9pm	Mr. Anupam Sen	History and Generations of Computers; Brief description of different components of computer system ;Different types of computer systems; Computer Hardware and its different components.
2	Module-I : <b>Fundamentals of Computers-II</b>	06/12/2021	6pm-9pm	Mr. Anupam Sen	Introduction to Computer Software ; Types of softwares and their usage. Installation/Un-installation of softwares in PC/Laptop.
3	Module-II: <b>MS-Excel</b>	07/12/2021	6pm-9pm	Mr. Samit Bhanja	Introduction to MS Office, Electronic Spreadsheet, Cell Formatting Options, Formulas and Functions (SUM, AVG, COUNT, COUNTIF, SUMIF, MAX, MIN, IF, ROUND), Charts, Sort, Filter, What if Analysis, Grouping Subtotal, Pivot Table.
4	Module-III: <b>MS-Word-I</b>	08/12/2021	6pm-9pm	Mr. Saikat Bandopadhyay	1. Bold, Italic, Underline; 2. Superscript, Subscript; 3. Color a page. Change Font style and font size ;4. Alignment of text (left, center, right, justify); 5. Numbers and bullets and line spacing; 6. Insert table (insert row, column), ; different shapes, header, footer, page number;
5	Module-III: <b>MS-Word-II</b>	09/12/2021	6pm-9pm	Mr. Saikat Bandopadhyay	7. Insert pictures from file and clip art ;8. Insert different Symbols 9. Mail merge; 10. Find & Replace options; 11. Shortcut keys; (Ctrl+A (select all),Ctrl+C (copy), Ctrl+V (paste), Ctrl+P (Print), ;Ctrl+Z (Undo), Ctrl+Y (Redo), Ctrl+X (Cut) etc.)
6	Module-IV: <b>MS-PowerPoint</b>	10/12/2021	6pm-9pm	Mr. Anupam Sen	Word Art; Creating Slide Show by using Animation Technique; Slide sorter; Slide Master; Insert picture from drive and Clip Art; Picture Editing
7	Module-V: <b>Windows OS</b>	11/12/2021	6pm-9pm	Mr. Soumya Dey	Booting, Warm boot, Cold boot, Identifying different Desktop Icons. My Computer, My Documents , Changing Desktop Backgrounds, Mouse Pointer, Screen Saver Notepad, WordPad, MS Paint
8	Module-VI: <b>Internet and Email-I</b>	15/12/2021	6pm-9pm	Mr. Sandipan Basu	Internet Basics: What is Internet? How Internet works? Types of Internet Browsers and Web pages. Introduction to Web: Overview of Internet and www. Web pages, home page.
9	Module-VI: <b>Internet and Email-II</b>	16/12/2021	6pm-9pm	Mr. Sandipan Basu	Writing, reading and sending emails. Connecting to Internet. Browsing popular sites and using search engines.
10	Module VII: <b>Cyber threats &amp; security</b>	18/12/2021	6pm-9pm	Mr. Sandipan Basu	Cyber threats and Cyber Security issues related to Internet, Social Network etc.

**LIST OF STUDENTS ENROLLED FOR ADD-ON COURSE DECEMBER 2021**

Timestamp	Email-id (Use small letters only)	Full Name	Department Name	Contact no
12-3-2021 18:32:01	sristyhati@gmail.com	Sristy Hati	Ba. Sociology	9333083033
12-1-2021 0:18:50	donasaha4749@gmail.com	Durba Saha	English	8584873417
12-1-2021 7:26:21	trishamondal725@gmail.com	Trisha Mondal	English	6291562031
12-1-2021 12:27:42	tuyachatterjee5935@gmail.com	Shreya Chatterjee	English	8942035935
12-1-2021 6:52:11	gsipra213@gmail.com	Sipra Ghosh	History	8276908918
12-1-2021 6:56:32	malpriya661@gmail.com	Priya Mal	History	8420574705
12-1-2021 8:38:00	rinkubarik010304@gmail.com	Rinku Barik	History	9051672853
12-1-2021 8:59:21	mallicksamima0@gmail.com	Samima Khatun	History	8585069802
12-1-2021 9:33:25	mman22073@gmail.com	Monika Man	History	8276048963
12-1-2021 17:52:50	malrikta52@gmail.com	Rikta Mal	History	9748241183
12-1-2021 7:49:01	trisha18nanda@gmail.com	Nabanita Das	Philosophy	7044422287
12-1-2021 10:05:20	mondalsimran74@gmail.com	Simran Mondal	Political science	9883114748
12-1-2021 19:08:25	<a href="mailto:sandhitadutta179@gmail.com">sandhitadutta179@gmail</a>	Sandhita Dutta	Psychology	9163732036
12-1-2021 9:25:44	rupsagiri93@gmail.com	Rupsa Giri	Sanakrit	9832859904
12-1-2021 17:33:33	deysudeshna02@gmail.com	Sudeshna dey	Sanakrit	9382454782
12-1-2021 9:34:18	manmadhurima5@gmail.com	Madhurima Man	Sanskrit	7044873086
12-1-2021 10:16:07	riyaghosh1083@gmail.com	Riya Ghosh	sanskrit	9749032739
12-1-2021 11:00:43	piumaity712@gmail.com	Piu Maity	Sanskrit	9339018642
12-1-2021 11:06:37	rabisantra757@gmail.com	Rabi koley	Sanskrit	933052902
12-1-2021 17:09:51	santratuhina09@gmail.com	Tuhina Santra	Sanskrit	9123794857
12-1-2021 17:30:45	rimpasar795@gmail.com	Rimpa sar	Sanskrit	9635198156
12-1-2021 18:56:42	anitadas672003@gmail.com	Anita Das	Sanskrit	8584805164
12-1-2021 20:30:44	dassoumajit371@gmail.com	SOUMAJIT	Sanskrit	8274990622
12-2-2021 13:17:38	adhiridolui893@gmail.com	Misti dolui	Sanskrit	8697472817
12-2-2021 20:19:34	<a href="mailto:suprova2021@gmail.com">suprova2021@gmail.com</a>	Suprova Ghosh	Sanskrit	7908014150
12-1-2021 10:19:46	<a href="mailto:prijana90@gmail.com">prijana90@gmail.com</a>	Priti Jana	Sanskrit	90519 81987
12-1-2021 18:40:58	<a href="mailto:priiadak2004@gmail.com">priiadak2004@gmail.com</a>	Priti Adak	Sanskrit Honours	8910522060
12-1-2021 9:36:27	bhowmicknisha509@gmail.com	Nisha bhowmick	Sanskriti	7076010646
12-1-2021 8:06:28	ankitaghosh0101@gmail.com	Ankita Ghosh	Sociology	9062569686

Score	Full Name	Department
32 / 60	Sristy Hati	B.A Sociology
46 / 60	Rinku Barik	History
44 / 60	Shreya Chatterjee	English
40 / 60	Priya Mal	History
42 / 60	Sipra Ghosh	History
30 / 60	Rikta Mal	History (H)
36 / 60	Simran Mondal	Political science
56 / 60	Sandhita Dutta	Psychology
22 / 60	Sudeshna Dey	San
56 / 60	Soumajit Das	Sanskrit
30 / 60	Rimpa sar	Sanskrit
48 / 60	Anita Das	Sanskrit
16 / 60	Rikta Dhara	Sanskrit
56 / 60	Rabi koley	Sanskrit
34 / 60	Gargi jyoti	Sanskrit
52 / 60	Riya ghosh	Sanskrit
44 / 60	Priti Das	Sanskrit
42 / 60	Rupsa giri	Sanskrit
50 / 60	Kamal Das	Sanskrit
28 / 60	Misti dolui	Sanskrit
42 / 60	Piu Maity	Sanskrit
42 / 60	Piu Maity	Sanskrit
48 / 60	Tuhina Santra	Sanskrit
40 / 60	Indrani Ger	Sanskrit
46 / 60	Priti Adak	Sanskrit
34 / 60	Priti Jana	Sanskrit
50 / 60	Suprova Ghosh	Sanskrit
40 / 60	Ankita Ghosh	Sociology



Value Added Program  
On

**CERTIFICATE COURSE:**

by  
**IQAC & Department of Computer Science**  
**Government General Degree College Singur, Hooghly-712409**  
(Affiliated to University of Burdwan)

*This is to certify that Sri./Smt....., student of*

*..... Department has successfully completed the “CERTIFICATE COURSE:*

*”, conducted by IQAC and Department of Computer Science,*

*Government General Degree College Singur.*

*Course duration: \_\_ / \_\_ / 202\_\_ to \_\_ / \_\_ / 202\_\_*

\_\_\_\_\_  
*Course Coordinator*

\_\_\_\_\_  
*Coordinator, IQAC*

\_\_\_\_\_  
*Principal, G.G.D.C Singur*