



Value Added Program  
On

# CERTIFICATE COURSE: COMPUTER BASICS & ITS APPLICATIONS

by

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

## Brochure

<b>Course Module</b>	<b>Module Details</b>
<b>Module I: Fundamentals of Computers</b>	<b>History and Generations of Computers; Brief description of different components of computer system ;Different types of computer systems</b>
<b>Module II: Basics of Computer Hardware &amp; Software</b>	<b>Computer Hardware and its different components. Introduction to Computer Software ; Types of softwares and their usage. Installation/Un-installation of softwares in PC/Laptop.</b>
<b>Module III: MS-Word/ Open Office Writer</b>	<b>Introduction ; Different functions: edit, copy, cut, paste, print, undo, redo etc. and their shortcuts; Insert WordArt, Picture, ClipArt, equations, special symbols etc.; Mail merge</b>
<b>Module IV: MS PowerPoint/ Open Office Impress</b>	<b>Creation of Power point slides ; Insert clipart, pictures, audio, video etc. ; Use of different Animation to slides ;Slide masters, Slide sorter</b>
<b>Module V: MS Excel/ Open Office Calc</b>	<b>Introduction to Spreadsheet, row, column, cell etc. ; Formatting cells with different option ; Formulas and Functions, Use of Pivot Table, Pie-Chart.</b>
<b>Module VI: Cyber Literacy &amp; Awareness</b>	<b>Cyber threats and Cyber Security issues related to Internet, Web-browsing, Web sites, Emails, Social Network etc.</b>

Duration: 1<sup>st</sup> November – 31<sup>st</sup> November, 2021

Prerequisites: UG students (any stream)

To obtain final certificate minimum attendance required: **90% (of total class hours)**

Course Fee: Nil

**Registration Link: <https://forms.gle/gTZqshANs6hRQU9g7>**

**Only for GGDC Singur students**



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**Schedule of Classes**

<b>Sl. No.</b>	<b>Module</b>	<b>Date</b>	<b>Time</b>	<b>Instructor</b>	<b>Department</b>
1	Module-I	09/11/2021	6pm-9pm	Mr. Anupam Sen	Computer Science GGDC Singur
2	Module-II	10/11/2021	6pm-9pm	Mr. Sandipan Basu	Computer Science GGDC Singur
3	Module-II	12/11/2021	6pm-9pm	Mr. Saikat Bandopadhyay	Philosophy GGDC Singur
4	Module-III	15/11/2021	6pm-9pm	Mr. Saikat Bandopadhyay	Philosophy GGDC Singur
5	Module-III	16/11/2021	6pm-9pm	Mr. Anupam Sen	Computer Science GGDC Singur
6	Module-IV	19/11/2021	6pm-9pm	Mr. Anupam Sen	Computer Science GGDC Singur
7	Module-IV	20/11/2021	6pm-9pm	Mr. Samit Bhanja	Computer Science, GGDC Singur
8	Module-V	22/03/2021	6pm-9pm	Mr. Samit Bhanja	Computer Science, GGDC Singur
9	Module-V	23/11/2021	6pm-9pm	Mr. Sandipan Basu	Computer Science, GGDC Singur
10	Module-IV	24/03/2021	6pm-9pm	Mr. Sandipan Basu	Computer Science, GGDC Singur

**VALUE ADDED PROGRAM (COMPUTER BASICS AND ITS APPLICATIONS)  
NOVEMBER 2021- STUDENT REGISTRATION DETAILS**

Sl. No	Timestamp	Email-id	Full Name	Department	Contact no
1	11-3-2021 11:40:27	tuyachakraborty07@gmail.com	Tuya chakraborty	Arts	8972626983
2	11-3-2021 17:59:02	bristisantra078@gmail.com	BRISTI SANTRA	BA HONS. (HISTORY)	9062871132
3	11-2-2021 9:55:56	sristyhati@gmail.com	Sristy Hati	BA SOCIOLOGY	9333083033
4	11-3-2021 8:48:46	ankitabag712410@gmail.com	Ankita Bag	English	8637860141
5	11-3-2021 8:25:59	asminakhatun0055@gmail.com	Asmina khatun	English	9749646145
6	11-3-2021 7:56:31	chayankanrar19@gmail.com	CHAYAN KANRAR	English	9163103465
7	11-3-2021 8:46:49	iamrimpaghosh2003@gmail.com	Rimpa Ghosh	English	7364877851
8	11-3-2021 10:29:56	mollasareka@gmail.com	Sareka Molla	English	9883371919
9	11-3-2021 8:18:04	piyalikarak63@gmail.com	Piyali karak	English	9339136528
10	11-3-2021 8:32:42	pritkanabag37832@gmail.com	Pritikana Bag	English	8100524255
11	11-3-2021 9:24:47	psumana041@gmail.com	Sumana Paramanik	English	9907872193
12	11-3-2021 8:16:38	purbakanrar@gmail.com	Purba Kanrar	English	7605843994
13	11-3-2021 9:49:12	rg6 12117@gmail.com	Rupa Ghosh	English	8100097455
14	11-3-2021 9:20:12	rohitalhalder@gmail.com	Rohita Halder	English	9641958329
15	11-3-2021 8:17:23	<a href="mailto:sweetykarmakar07@gmail.com">sweetykarmakar07@gmail.com</a>	Sweety karmakar	English	9749193839
16	11-3-2021 10:05:08	titlibag999@gmail.com	Shrimoyee Bag	English	6290607273
17	11-3-2021 8:05:10	trilochansare999@gmail.com	Trilochan saren	English	9088584077
18	11-3-2021 10:16:02	trishamondal725@gmail.com	Trisha Mondal	English	6291562031
19	11-3-2021 7:55:34	tuyachatterjee5935@gmail.com	Shreya Chatterjee	English	8942035935
20	11-3-2021 11:08:16	moumita20singha@gmail.com	Moumita Singha	English	7605834035
21	11-3-2021 9:09:28	msttasnimafia2k@gmail.com	Mst Afia Tasnim	English	8967778868
22	11-3-2021 7:51:58	tuyachatterjee5935@gmail.com	Shreya Chatterjee	English	8942035935
23	11-3-2021 9:54:29	sasmalananya6@gmail.com	Ananya Sasmal	English (Honours)	7044146347
24	11-3-2021 8:27:15	asminakhatun0055@gmail.com	Asmina khatun	English honours	9749646145
25	11-3-2021 8:11:40	abhradipadidas@gmail.com	Abhradip Das	English Hons.	8250953358
26	11-2-2021 12:42:26	sumanta 3090@gamil.com	Bandana Bauri	Fast sam	8370973373
27	11-3-2021 8:28:02	bagrupsha191@gmail.com	Rupsha bag	History	8585849639
28	11-3-2021 8:12:26	gsipra213@gmail.com	Sipra Ghosh	History	8276908918
29	11-3-2021 8:43:42	<a href="mailto:kansarisudipta@gmail.com">kansarisudipta@gmail.com</a>	Sudipta Kansari	History	9330539280
30	11-3-2021 8:47:06	malikrinki188@gmail.com	Rinki Malik	History	9330231206
31	11-3-2021 8:44:05	mallicksamima0@gmail.com	Samima Khatun	History	8585069802
32	11-3-2021 13:40:54	malpriya661@gmail.com	Priya Mal	History	8420574705
33	11-3-2021 9:49:48	mman22073@gmail.com	Monika Man	History	8276048963
34	11-3-2021 8:31:18	nirupamaorang@gmail.com	Nirupama Orang	History	8972712043
35	11-3-2021 8:27:32	praptibiswas77@gmail.com	Prapti	History	9749365181
36	11-3-2021 11:43:47	rinkubarik010304@gmail.com	Rinku Barik	History	9051672853
37	11-3-2021 11:01:33	riyag0917@gmail.com	Riya Ghosh	History	8972936561
38	11-3-2021 8:25:58	<a href="mailto:tamalisinharoy765@gmail.com">tamalisinharoy765@gmail.com</a>	Tamali Sinha Roy	History	7384723325

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39	11-3-2021 11:40:44	zakerakhatun781@gmail.com	Zakera khatun	History	8583095957
40	11-3-2021 10:48:44	chandansamanta9639@gmail.com	CHANDAN SAMANTA	HISTORY	9064286658
41	11-3-2021 8:45:40	nabakoley201@gmail.com	Nabanita Koley	History	7449469915
42	11-3-2021 10:27:58	prithabag03@gmail.com	Preetha bag	History (sem -1)	9800861573
43	11-3-2021 8:48:56	annapurnakoley2@gmail. Com	Annapurna koley	History (sem-1)	8240805326
44	11-3-2021 8:43:53	moumidas177@gmail.com	Moumita Das	History (sem-1)	9875634341
45	11-3-2021 10:35:32	malrikta52@gmail.com	Rikta Mal	History honours	9748241183
46	11-2-2021 10:19:38	<a href="mailto:dash13742@gmail.com">dash13742@gmail.com</a>	Hema das	Philosophy	7439480287
47	11-2-2021 9:54:00	debikasasmal78@gmail.com	Debika sasmal	Philosophy	6291989454
48	11-3-2021 10:16:22	malikannanya41@gmail.com	Annanya malik	Philosophy	9883984880
49	11-3-2021 9:38:58	netaiduley825@gmail.com	Netai Dulay	philosophy	7439329663
50	11-3-2021 15:40:03	piyalikhorot@gmail.com	Piyali khorat	Philosophy	906438281
51	11-3-2021 14:54:19	sandipkamle1220@gmail.com	Mitali Maity	Philosophy	9748371388
52	11-3-2021 11:49:39	sanjanadas300@gmail.com	Sanjana Das	Philosophy	9748372662
53	11-2-2021 10:17:25	trisha18nanda@gmail.com	Nabanita Das	Philosophy	7044422287
54	11-3-2021 14:53:24	tumpapandit70@gmail.com	Riya pandit	Philosophy	9123071723
55	11-2-2021 17:48:06	runukarak24@gmail.com	Runu Karak	Philosophy	8276022161
56	11-2-2021 17:14:14	bidishabera49160@gmail.com	Bidisha Bera	Philosophy (1st year)	8481064909
57	11-3-2021 13:04:26	Sofurafirdous@gmail.com	Safura firdous	Philosophy 1st year	6289185952
58	11-2-2021 11:51:49	arpitamalik48@gmail.com	Arpita Malik	Political science	9064491850
59	11-3-2021 16:03:45	hembramashima35@gmail.com	Asima Hembram	Political science	9832605594
60	11-2-2021 9:20:12	mondallisa551@gmail.com	Lisa Mandal	Political Science	9330573190
61	11-3-2021 15:56:02	mondalsimran74@gmail.com	Simran Mondal	Political science	9883114748
62	11-3-2021 17:48:15	nk4841422@gmail.com	NAZMA KHATUN	POLITICAL SCIENCE	9831540180
63	11-2-2021 9:12:07	pal035332@gmail.com	Arpita pal	Political science	6296907889
64	11-2-2021 8:45:34	prasenjit73737@gmail.com	Soniya Ghosh	Political science	9800156321
65	11-3-2021 18:19:09	ranjitabank@gmail.com	RANJITA BANK	Political science	6297996107
66	11-2-2021 14:47:08	riktadhank@gmail.com	Rikta Dhank	Political science	7029139022
67	11-3-2021 15:55:56	yesmintaniya9@gmail.com	Tania yeasmin	Political science	8637335799
68	11-2-2021 11:47:53	arpitanandy675@gmail.com	Arpita Nandi	Political science	9641549412
69	11-2-2021 18:41:31	ritupaul512@gmail.com	Ritu Paul	Political science	8478897357
70	11-2-2021 13:52:02	ankitaghosh0101@gmail.com	Ankita Ghosh	Sociology	9062569686
71	11-2-2021 14:59:21	anweshapyne4093@gmail.com	Anwasha Pyne	Sociology	7044794947
72	11-1-2021 23:34:13	bratatidas@gmail.com	Bratati Das	Sociology	6297453175
73	11-2-2021 9:09:56	dswarup591@gmail.com	Akash das	Sociology	9123363909
74	11-2-2021 12:18:01	<a href="mailto:kdas49410@gmail.com">kdas49410@gmail.com</a>	Krishna Das	Sociology	7439208099
75	11-2-2021 13:45:25	lisabaag@gmail.com	Lisa Baag	Sociology	8420638225
76	11-2-2021 13:45:45	rajashreemanna299@gmail.com	RAJASREE MANNA	Sociology	+918972198922
77	11-2-2021 5:50:22	skebadurrahman@gmail.com	Sk Abu Tamim	Sociology	8617394051

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78	11-3-2021 17:24:49	<a href="mailto:somsubhrasantrariju@gmail.com">somsubhrasantrariju@gmail.com</a>	Somsubhra santra	Sociology	6291741181
79	11-2-2021 13:42:52	sristyhati@gmail.com	Sristy Hati	Sociology	9333083033
80	11-2-2021 10:44:14	sunanda600.maity@gmail.com	Sunanda Maity	Sociology	7811057702
81	11-3-2021 15:36:19	dassonali030709	Sonali Das	Sociology	7044342849
82	11-2-2021 18:03:44	dipanwitagh5@gmail.com	Dipanwita Ghosh	Sociology	8101853184

Score	Full Name	Department
50 / 60	Rohita Halder	English
50 / 60	Sumana Paramanik	English
50 / 60	Chayan Kanrar	English
52 / 60	Ananya Sasmal	English
54 / 60	Sweety karmakar	English
54 / 60	Ankita Bag	English
54 / 60	Purba Kanrar	English
56 / 60	Piyali karak	English
56 / 60	Pritikana Bag	English
56 / 60	Rupa Ghosh	English
58 / 60	Abhradip Das	English
58 / 60	Shrimoyee Bag	English
58 / 60	Rimpa Ghosh	English
58 / 60	Trilochan saren	English
58 / 60	Sareka Molla	English
44 / 60	Moumita Singha	English
54 / 60	Mst Afia Tasnim	English
34 / 60	Asmina khatun	English honours
48 / 60	Riya Ghosh	History
54 / 60	CHANDAN SAMANTA	History
16 / 60	Preetha bag	History (sem_1)
12 / 60	Sanjana Das	Philosophy
34 / 60	BIDISHA BERA	Philosophy
46 / 60	Hema das	Philosophy
50 / 60	Netai Dulay	Philosophy
52 / 60	Tuya Chakraborty	Philosophy
58 / 60	Nabanita Das	Philosophy
32 / 60	Runu Karak	Philosophy
14 / 60	Rikta Dhank	Political science
18 / 60	Asima Hembram	Political science
22 / 60	Nazma khatun	Political science
26 / 60	Arpita Malik	Political science
44 / 60	Arpita Nandi	Political science
30 / 60	Ritu Paul	Political science
46 / 60	RAJASREE MANNA	Sociology
56 / 60	Anwasha Pyne	Sociology



सत्यमेव जयते

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**CERTIFICATE COURSE:**

by

**IQAC & Department of Computer Science**  
**Government General Degree College Singur, Hooghly-712409**  
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*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*