

Add-on Course Module on "Advanced Computing: Concepts, Applications, and Innovations"
For the 2nd, 4th & 6th Semester Students of Geography, Onda Thana Mahavidyalaya
(Academic Session: 2024-25)

Course Coordinator

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[Resource Persons: Internal Experts (Dr. Somenath Kar, Bulti Chakraborty, Arijit Mal) and External Experts]

Unit 1: Advanced learning on MS Word, MS Excel & MS Power Point

- 1.1: Learning the feature of Reference, Design and Layout in MS Word
- 1.2: Advanced formula and functions in MS Excel
- 1.3: Creating Slide by using advanced techniques

Unit 2: Internet and Email

- 2.1: Browsing more sites and using search engines with various extension features
- 2.2: Writing, reading and sending emails
- 2.3: Use of various advanced features on Gmail

Unit 3: Google Forms

- 3.1: Creating and collecting of data through Google Forms
- 3.2: Export and analysis of Data collecting through Google Forms
- 3.3: Advance tools on Google Forms

Course Outcomes

The course outcome of “[Advanced Computing: Concepts, Applications, and Innovations](#)” typically includes the following:

- 1. Understanding Computer Fundamentals to Advanced :** Learn to create graphs, charts, and visual representations of geographical data for better understanding and communication.
- 2. Proficiency in Operating Systems:** Learn how to navigate and use different operating systems like Windows, Mac OS, or Linux.
- 3. Familiarity with Office Applications:** Gain hands-on experience in using applications like Microsoft Word, Excel, and PowerPoint for document creation, data management, and presentations and ability to collect, organize, and analyze geographical data using various advanced digital tools.
- 4. Internet and Email Usage:** Learn how to browse the internet safely, search for information, and effectively use email for communication.
- 5. Basic Troubleshooting:** Develop problem-solving skills to troubleshoot common computer issues like connectivity problems, software errors, and device malfunctions.
- 6. File Management Skills:** Learn how to create, save, and organize files and folders on a computer or in the cloud.
- 7. Introduction to Online Safety:** Understand the importance of cyber security, protecting personal information, and using antivirus software.