DEPARTMENT OF GEOGRAPHY

ADD ON COURSE (2023-24)

An Endeavour towards Future Footstep

Course Title: BASICS OF COMPUTER APPLICATION IN GEOGRAPHY

Kishore Bharati Bhagini Nivedita College (Co-Ed)

148, R.K. Sarani, Behala, Kolkata – 700060

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ADD-ON COURSE PLAN SPECIFICATION

SUBJECT: GEOGRAPHY

A. Basic Information:

Course Title	Basics of Computer Application in Geography
Name of Course Coordinator	Dr. Anupriya Chatterjee
Credit Hours	30
Programs in which the course is offered	B.A. / B.Sc. Honours
Level / Year the course is offered	Semester – 1/2

B. Course Objective:

In geography, fundamental knowledge of computer, its operating system, hardware and software, Microsoft Word, Excel, and PowerPoint can be used for various purposes, including data analysis, presentation of findings, report writing, and visualization of geographic information. Here's how these applications can be utilized in the context of geography:

1. Operating system:
    In the world of computer science, operating systems (OS) serve as the unsung heroes, creating seamless interactions between hardware and software. From facilitating user interfaces to managing resources, the advantages of operating systems are numerous and fundamental to the functionality of modern computing. In this exploration, we delve into the overarching benefits of operating systems and touch upon the diverse types that have evolved to cater to various computing needs. Operating systems provide users with a graphical or command-line interface, offering a user-friendly way to interact with the computer. Graphical User Interfaces (GUIs) like those in Windows or Linux simplify tasks, making computing accessible even for those with limited technical expertise.

2. Microsoft Word:
    *   Report Writing: Word is commonly used to write reports on geographical topics, such as fieldwork findings, research papers, or case studies.
    *   Essay Writing: Geography students often use Word to compose essays exploring geographical concepts, theories, and phenomena.
    *   Documentation: Word can be used to document geographical data collection processes, methodologies, and analysis procedures.
    *   Formatting Maps and Diagrams: Word allows users to insert and format maps, diagrams, and images to complement written content.
    *

3. Microsoft Excel:
    *   Data Analysis: Excel is valuable for analysing geographical data, such as population demographics, climate statistics, or economic indicators.
    *   Statistical Analysis: Excel's built-in functions and tools can be used to perform statistical analysis on geographical datasets, including mean, median, standard deviation, and regression analysis.
    *   Graphical Representation: Excel enables users to create various charts and graphs to visualize geographic data trends, patterns, and relationships.

- GIS Data Management: Excel can be used to organize and manage geographic information system (GIS) data, including attributes and spatial coordinates.

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4. Microsoft PowerPoint:
   - Presentation of Geographic Concepts: PowerPoint is ideal for creating visually engaging presentations to explain geographical concepts, theories, and case studies.
   - Fieldwork and Research Presentations: Geography students often use PowerPoint to present their fieldwork findings, research methodologies, and analysis results.
   - Map Presentations: PowerPoint allows users to incorporate maps, aerial imagery, and GIS data into presentations to illustrate spatial patterns and distributions.
   - Interactive Presentations: PowerPoint supports interactive features such as hyperlinks, animations, and multimedia elements, which can enhance the presentation of geographical information.

5. Geographic Information Science (GIS Science) applications:
   The implementation of Geographic Information Science (GIS Science) applications and discussion of GIS science-related themes are useful for teaching fundamental geographic and technological concepts. As one of the newest geographic information tools available on the World Wide Web, Google Earth has considerable potential to enhance methods for teaching geography and helping students develop other capabilities. Google Earth's utility as a teaching tool in precollegiate environments is illustrated through development of a South Carolina based lesson plan focused for seventh grade students that increases students' geographic awareness while also building critical thinking, analysis, and inquiry skills in support of various educational standards.

In summary, Microsoft Word, Excel, PowerPoint and Geographic Information Science are valuable tools for geographers and geography students alike, facilitating tasks such as data analysis, report writing, visualization, and presentation of geographical information and findings. These applications enable users to effectively communicate complex geographical concepts and data to diverse audiences.

C. COURSE STRUCTURE (2023-24)

Syllabus

Module	Unit	Theory / Practical	Duration Of Classes	Number Of Classes	Credit
MODULE 1	Importance and Application of Computer in the subject Geography	Theory	2 hours	1+1	2
	Fundamentals of computer: Concept of Hardware	Theory	1 hours	1	1
	Fundamentals of computer: Concept of Software	Theory	1 hours	1	1
MODULE 2	Operating System (Windows 10) - Introduction, Control Panel, Working with Windows, Creating Folders, Copying Files or Folders, Deleting Files or Folders, Renaming Files or Folders, File Compression and Decompression	Theory & Practical	1+1 hours	1+1	2
	Windows Accessories - WordPad, Notepad, Calculator, Paint.	Theory & Practical	1+1 hours	1+1	2
MODULE 3	MS Office (Word) – Introduction, Starting Microsoft Word, Components of MS Word, Creating a New Document, Saving a Document, Opening an Existing Document, Working with Text, Working with Paragraph, Cut, Copy and Paste, Bulleted and Numbered Lists, Headers, Footers and Page Numbers, Page Setup, Inserting Pictures, Creating Tables, Adding Rows and Columns, Merging and Splitting of Cells, Exiting MS Word	Theory & Practical	1+1+1+1 hours	1+1+1+1	4
MODULE 4	MS Office (Excel) – Introduction, Starting MS Excel - Row, Column and Cell, Creating, Saving and Closing a Workbook, Working with Cells, Merging Cells, Inserting and Deleting Rows and Columns, Working with Formula and Charts	Theory & Practical	1+1+1+1 hours	1+1+1+1	4
MODULE 5	MS Office (PowerPoint) - Introduction, Starting MS-PowerPoint, Components of PowerPoint, Creating a New PowerPoint, Presentation, Inserting New Slides,	Theory & Practical	1+1+1+1 hours	1+1+1+1	4

	Deleting Existing Slides, Applying Design Templates, Applying Custom Animations, Applying Slide Transitions, Saving, Running and Closing a Presentation, Opening an Existing Presentation				
MODULE 6	Internet Technology (Web Browsing, Searching and Downloading of study materials from Google Scholar, How to access National Digital Library, LIBGEN, Census Data, Agricultural Data and Hydrological Data).	Theory & Practical	2 hours	1+1	2
	Internet Technology (How to access, search and download Survey of India Toposheet)	Theory & Practical	1 hours	1	1
	Internet Technology (Creation of PDF, Conversion of JPG to PDF Word to PDF and vice versa)	Theory & Practical	1hours	1	1
	Internet Technology (Baics of Google Earth - install, access and utilize maps from Google Earth)	Theory & Practical	2 hours	1+1	2
	Internet Technology (Downloading of Satellite Imagery – BHUVAN, LANDSAT)	Theory & Practical	2 hours	1+1	2
MODULE 7	Course Assessment (Followed by Course Feedback by Students and Certificate Distribution)	Theory & Practical	2 hours	1+1	2
	TOTAL		30 hours	30	30

Assessment:

Class participation and engagement: 40%

Quiz and assignment: 30%

Practical Exam and Presentation: 30%

Course Coordinator & 28/3/24

Head, Department of Geography
HEAD OF THE DEPARTMENT
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Kishore Bharati Bhagini
Nivedita College (Co-ed)

IQAC Coordinator
Co-ordinator, IQAC
Kishore Bharati Bhagini
Nivedita College (Co-Ed.)

Principal
PRINCIPAL
Kishore Bharati Bhagini
Nivedita College (Co-ed)

D. Course Component:

Lecture	Theory	Practical	Assessment
28 hours	17 hours	11 hours	2 hours

* Additional study/ learning hours expected from students: 10 hours

Scheduling of assessment task for students: Decided and scheduled by the respective faculties taking classes in form of Quiz, Assignment or Project.

E. Faculty and staff requirement for the course:

Number of faculty required	1 (External Expert) + 6 (Internal Expert)
Number of Non-Teaching Staff Required	1

F. Learning Resources:

1. Study material including books from library and notes given by concerned faculty members.
2. Computers, Projectors, Printers and other electronic apparatus available in the Department of Geography.

G. Facilities Required:

Classrooms with ICT facility: Available

H. Course Evaluation and Improvement Process

1. Evaluation of the course is mainly done on the basis on the suggestion given by external expert who is invited to give a lecture on this formulated course plan.
2. Students feedback on the effectiveness of the teaching procedures and learning of the content created.
3. Action taken for improvement if any suggestion is provided.

Course Coordinator & 28/5/24

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DEPARTMENT OF GEOGRAPHY

ADD-ON COURSE FOR SEMESTER 1/2 GEOGRAPHY HONOURS

TOPIC: BASICS OF COMPUTER APPLICATION IN GEOGRAPHY

CLASS SCHEDULE (2023-24)

Syllabus	Name of Professors	Theory / Practical	Duration Of Classes	Number Of Classes	Date	Time
Importance and Application of Computer in the subject Geography	Prof. Susmita Mondal	Theory	2 hours	1+1	28.05.2024	11.00-1.00 pm
Fundamentals of computer: Concept of Hardware	Dr. Anupriya Chatterjee	Theory	1 hours	1	28.05.2024	1.00-2.00 pm
Fundamentals of computer: Concept of Software	Dr. Poulami Chakraborty	Theory	1 hours	1	28.05.2024	2.00-3.00 pm
Operating System (Windows 10) -Introduction, Control Panel, Working with Windows, Creating Folders, Copying Files or Folders, Deleting Files or Folders, Renaming Files or Folders, File Compression and Decompression	Dr. Anupriya Chatterjee	Theory & Practical	1+1 hours	1+1	29.05.2024	10.00-12.00 pm
Windows Accessories - WordPad, Notepad, Calculator, Paint.	Sri. Somnath Mukherjee	Theory & Practical	1+1 hours	1+1	28.05.2024	3.00-5.00 pm
MS Office (Word) – Introduction, Starting Microsoft Word, Components of MS Word, Creating a New Document, Saving a Document, Opening an Existing Document, Working with Text, Working with Paragraph, Cut, Copy and Paste, Bulleted and Numbered Lists, Headers, Footers and Page Numbers, Page Setup, Inserting Pictures, Creating Tables, Adding Rows and Columns, Merging and Splitting of Cells, Exiting MS Word	Dr. Anupriya Chatterjee & Dr. Mohana Basu	Theory & Practical	1+1+1+1 hours	1+1+1+1	29.05.2024	12.00-2.00 pm & 2.00-4.00 pm
MS Office (Excel) –	Dr. Poulami	Theory &	1+1+1+1	1+1+1+1	30.05.2024	12.00-

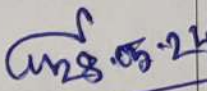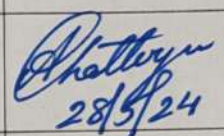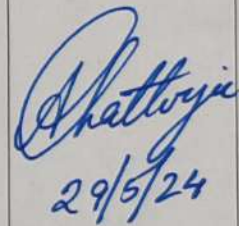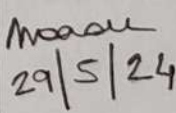| Content	Faculty	Mode	Hours			Date	Time
Introduction, Starting MS Excel - Row, Column and Cell, Creating, Saving and Closing a Workbook, Working with Cells, Merging Cells, Inserting and Deleting Rows and Columns, Working with Formula and Charts	Chakraborty & Sri. Somen Ghosh & Sri. Somnath Mukherjee	Practical	hours		4		2.00 pm & 2.00-4.00 pm
MS Office (PowerPoint) - Introduction, Starting MS-PowerPoint, Components of PowerPoint, Creating a New Presentation, Inserting New Slides, Deleting Existing Slides, Applying Design Templates, Applying Custom Animations, Applying Slide Transitions, Saving, Running and Closing a Presentation, Opening an Existing Presentation	Dr. Prakash Mistri & Dr. Poulami Chakraborty	Theory & Practical	1+1+1+1 hours	1+1+1+1	31.05.2024	12.00-2.00 pm & 2.00-4.00 pm
Internet Technology (Web Browsing, Searching and Downloading of study materials from Google Scholar, How to access National Digital Library, LIBGEN, Census Data, Agricultural Data and Hydrological Data).	Sri. Somen Ghosh & Sri. Somnath Mukherjee	Theory & Practical	2 hours	1+1	05.06.2024	12.00-2.00 pm
Internet Technology (How to access, search and download Survey of India Toposheet)	Dr. Prakash Mistri	Theory & Practical	1 hours	1	05.06.2024	2.00-3.00 pm
Internet Technology (Creation of PDF, Conversion of JPG to PDF Word to PDF and vice versa)	Dr. Anupriya Chatterjee	Theory & Practical	1 hours	1	05.06.2024	3.00-4.00 pm
Internet Technology (Baics of Google Earth - install, access and utilize maps from Google Earth)	Dr. Mohana Basu	Theory & Practical	2 hours	1+1	06.06.2024	12.00-2.00 pm
Internet Technology (Downloading of Satellite Imagery – BHUVAN, LANDSAT)	Dr. Prakash Mistri	Theory & Practical	2 hours	1+1	06.06.2024	12.00-2.00 pm
Course Assessment (Followed by Course Feedback by Students and Certificate Distribution)	Dr. Anupriya Chatterjee, Dr. Prakash Mistri & Dr. Mohana Basu	Theory & Practical	2 hours	1+1	07.06.2024	12.00-2.00 pm
TOTAL			30 hours	30		

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ADD-ON COURSE FOR SEMESTER 1/2 GEOGRAPHY HONOURS

TOPIC: BASICS OF COMPUTER APPLICATION IN GEOGRAPHY

ATTENDANCE SHEET (2023-24)

Syllabus	Name of Professors	Date	Time	Topic Taught	Signature with Date
Importance and Application of Computer in the subject Geography	Prof. Susmita Mondal	28.05.2024	11.00-1.00 pm	Same as mentioned	*signature* 28.05.24
Fundamentals of computer: Concept of Hardware	Dr. Anupriya Chatterjee	28.05.2024	1.00-2.00 pm	Same as mentioned	*Chatterjee* 28/5/24
Fundamentals of computer: Concept of Software	Dr. Poulami Chakraborty	28.05.2024	2.00-3.00 pm	Same as mentioned	*Poulami* 28/5/2
Operating System (Windows 10) - Introduction, Control Panel, Working with Windows, Creating Folders, Copying Files or Folders, Deleting Files or Folders, Renaming Files or Folders, File Compression and Decompression	Dr. Anupriya Chatterjee	29.05.2024	10.00-12.00 pm	Same as mentioned	*Chatterjee* 29/5/24
Windows Accessories - WordPad, Notepad, Calculator, Paint.	Sri. Somnath Mukherjee	28.05.2024	3.00-5.00 pm	Same as mentioned	*signature* 28/5/24
MS Office (Word) - Introduction, Starting Microsoft Word, Components of MS Word, Creating a New Document, Saving a Document, Opening an Existing Document, Working with Text, Working with Paragraph, Cut, Copy and Paste,	Dr. Anupriya Chatterjee & Dr. Mohana Basu	29.05.2024	12.00-2.00 pm & 2.00-4.00 pm	Same as mentioned Same as mentioned	*Chatterjee* 29/5/24 *Basu* 29/5/24

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MS Office (Excel) – Introduction, Starting MS Excel - Row, Column and Cell, Creating, Saving and Closing a Workbook, Working with Cells, Merging Cells, Inserting and Deleting Rows and Columns, Working with Formula and Charts	(Dr. Poulami Chakraborty) & Sri. Somen Ghosh & Sri. Somnath Mukherjee	Postponed on 3.6.24 → 30.05.2024	12.00-2.00 pm & 2.00-4.00 pm	Same as mentioned Same as mentioned Same as mentioned	Poulami 3/6/24 Ghosh 30/5/24 Bhukhanji 20/5/24
MS Office (PowerPoint) - Introduction, Starting MS- PowerPoint, Components of PowerPoint, Creating a New Presentation, Inserting New Slides, Deleting Existing Slides, Applying Design Templates, Applying Custom Animations, Applying Slide Transitions, Saving, Running and Closing a Presentation, Opening an Existing Presentation	Dr. Prakash Mistri & Dr. Poulami Chakraborty	31.05.2024	12.00-2.00 pm & 2.00-4.00 pm	Same as mentioned Prakash Mistri 3 Same as mentioned	Prakash Mistri 31-05-2024 Poulami 31.5.24
Internet Technology (Web Browsing, Searching and Downloading of study materials from Google Scholar, How to access National Digital Library, LIBGEN, Census Data, Agricultural Data and Hydrological Data).	Sri. Somen Ghosh & Sri. Somnath Mukherjee	05.06.2024	12.00-2.00 pm	same as mentioned Same as mentioned	Ghosh 5/6/24 Bhukhanji 5/6/24

Internet Technology (How to access, search and download Survey of India Toposheet)	Dr. Prakash Mistri	05.06.2024	2.00-3.00 pm	Same as mentioned	PMi 05/06/24
Internet Technology (Creation of PDF, Conversion of JPG to PDF Word to PDF and vice versa)	Dr. Anupriya Chatterjee	05.06.2024	3.00-4.00 pm	Same as mentioned	Chatterjee 05/06/24
Internet Technology (Baics of Google Earth - install, access and utilize maps from Google Earth)	Dr. Mohana Basu	06.06.2024	12.00-2.00 pm	Same as mentioned	MBasu 06/6/24
Internet Technology (Downloading of Satellite Imagery – BHUVAN, LANDSAT)	Dr. Prakash Mistri	06.06.2024	12.00-2.00 pm	Same as mentioned	PMi 06/06/24
Course Assessment (Followed by Course Feedback by Students and Certificate Distribution)	Dr. Anupriya Chatterjee, Dr. Prakash Mistri & Dr. Mohana Basu	07.06.2024	12.00-2.00 pm	Same as mentioned	PMi 07.06.24 Chatterjee 7/6/24 MBasu 07/6/24
TOTAL					

Total classes / Hour / Credit: 28 hours class + 2 hours Assessment	EXTERNAL	AC	PM	MB	PC	SG	SM
	2	6 + Assessment	5+ Assessment	4+ Assessment	5	3	3

Anupriya Chattopi
28/5/24
Course Coordinator &
Head, Department of Geography
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