



DEPARTMENT OF GEOGRAPHY

ADD ON COURSE (2021-22)

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

Website: www.kbbnc.ac.in

Email Id: kbbncollege@gmail.com

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	<u>B.A. / B.Sc. Honours</u>
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. 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.

2. 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.

3. 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.

In summary, Microsoft Word, Excel, and PowerPoint 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 (2021-22)

Syllabus

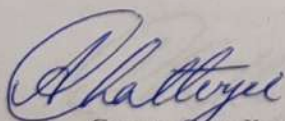
Module	Unit	Theory / Practical	Duration Of Classes	Number Of Classes	Credit
MODULE 1	Importance and Application of Computer in the subject Geography	Theory	2 hours	1	2
	Fundamentals of computer: Concept of Hardware and Software	Theory	2 hours	1	2
MODULE 2	Operating System (Windows 10)	Theory	2 hours	1	2
	Windows (Paint, Notepad) Typing in English	Theory & Practical	2+2 hours	1+1	4
MODULE 3	MS Office (Word)	Theory & Practical	2+2 hours	1+1	4
	MS Office (Excel)	Theory & Practical	2+2 hours	1+1	4
	MS Office (PowerPoint)	Theory & Practical	2+2 hours	1+1	4
MODULE 4	Internet Technology (Web Browsing, Searching and Downloading of study materials)	Theory & Practical	2+2 hours	1+1	4
	Internet Technology (Creation of PDF, Conversion of JPG to PDF Word to PDF and vice versa)	Theory & Practical	2hours	1+1	2
MODULE 5	Assessment and Course Feedback		2 hours	2	2
	TOTAL		30 hours	15	30

Assessment:

Class participation and engagement: 30%

Quiz and assignment: 30%

Practical Exam and Presentation: 40%



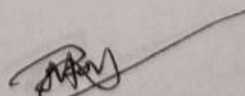
Course Coordinator &

Head, Department of Geography

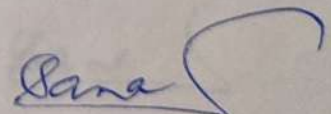
HEAD OF THE DEPARTMENT

DEPARTMENT OF GEOGRAPHY

Kishore Bharati Bhagini
Nivedita College (Co-ed)



IQAC Coordinator



Principal

CO-ORDINATOR

INTERNAL QUALITY ASSURANCE CELL

KISHORE BHARATI BHAGINI NIVEDITA COLLEGE (CO-ED)

BEHALA, KOLKATA - 700 060

Principal

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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:

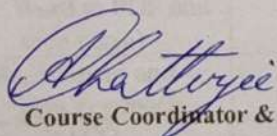
1. Study material including books from library and notes given by concerned faculty members.
2. Computers, Projectors, Printers and other electronic apparatus available in the Department of Geography.

G. Facilities Required:

Classrooms with ICT facility: Available

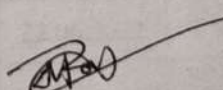
H. Course Evaluation and Improvement Process

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.

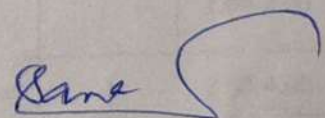

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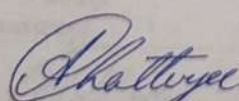
DEPARTMENT OF GEOGRAPHY

ADD-ON COURSE FOR SEMESTER 1/2 GEOGRAPHY HONOURS

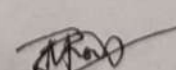
TOPIC: BASICS OF COMPUTER APPLICATION IN GEOGRAPHY

CLASS SCHEDULE (2021-22)

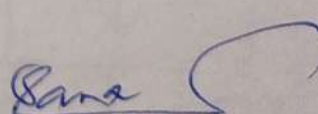
Syllabus	Theory / Practical	Name Of Professors	Date	Duration Of Classes	Number Of Classes	Time
Importance and Application of Computer in the subject Geography	Theory	Dr. Manikuntala Kanrar (Invited Speaker)	24.05.2022	2 hours	1	12.30-2.30
Fundamentals of computer: Concept of Hardware and Software	Theory	AC	24.05.2022	2 hours	1	3.00-5.00
Operating System (Windows 10)	Theory	SG	25.05.2022	2 hours	1	12.00-2.00
Windows (Paint, Notepad) Typing in English	Theory & Practical	SM + PC	31.05.2022	2+2 hours	1+1	11.00-1.00 1.30-3.30
MS Office (Word)	Theory & Practical	AC + PM	06.06.2022	2+2 hours	1+1	11.30-1.30 2.00-4.00
MS Office (Excel)	Theory & Practical	MB + SG	07.06.2022	2+2 hours	1+1	12.00-2.00 2.30-4.30
MS Office (PowerPoint)	Theory & Practical	AC + PM	08.06.2022	2+2 hours	1+1	12.00-2.00 2.30-4.30
Internet Technology (Web Browsing, Searching and Downloading of study materials)	Theory & Practical	MB + PM	30.05.2022	2+2 hours	1+1	12.00-2.00 2.30-4.30
Internet Technology (Creation of PDF, Conversion of JPG to PDF Word to PDF and vice versa)	Theory & Practical	SM + PC	14.06.2022	1+1 hours	1+1	11.30-12.30 1.00-2.00
Assessment and Course Feedback		AC+PM+MB	22.06.2022	2 hours	1	2.00-4.00
TOTAL				30 hours	15	


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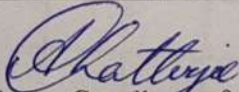
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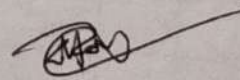
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Attendance Sheet (2021 – 22)

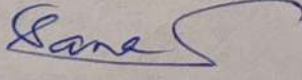
Syllabus	Name of Professors	Date	Time	Topic Taught	Signature with Date		
Importance and Application of Computer in the subject Geography	Dr. Manikuntala Kanrar Invited Speaker	24.05.2022	12.30 – 2.30	Importance and application of computer in the subject Geography	Manikuntala Kanrar 24.5.22		
Fundamentals of computer: Concept of Hardware and Software	AC	24.05.2022	3.00-5.00	Conceptual discussion with ppt	Chatterjee 24/5/22		
Operating System (Windows 10)	SG	25.05.2022	12.00-2.00	Operating system	Somen Ghosh 25/5/22		
Windows (Paint, Notepad) Typing in English	SM + PC	31.05.2022	11.00-1.00 1.30-3.30	Theory Practical - Paint	Soumash Mukherjee 31/5/22 Poulami Chakraborty 31.5.22		
MS Office (Word)	AC + PM	06.06.2022	11.30-1.30 2.00-4.00	Theory & Practical	Chatterjee 6/6/22 Prakash Mishra 06-06-22		
MS Office (Excel)	MB + SG	07.06.2022	12.00-2.00 2.30-4.30	Excel theory Excel (Practical)	Mohana Basu 07/6/22 Somen Ghosh 7/6/22		
MS Office (PowerPoint)	AC + PM	08.06.2022	12.00-2.00 2.30-4.30	Theory Practical	Chatterjee 8/6/22 Prakash Mishra 08-06-22		
Internet Technology (Web Browsing, Searching and Downloading of study materials)	MB + PM	30.05.2022	12.00-2.00 2.30-4.30	Theory Practical	Mohana Basu 30.5.22 Prakash Mishra 30-05-22		
Internet Technology (Creation of PDF, Conversion of JPG to PDF Word to PDF and vice versa)	SM + PC	14.06.2022	11.30-12.30 1.00-2.00	Theory - Internet Technology Practical	Poulami Chakraborty 14.6.22 Soumash Mukherjee 14/6/22		
Assessment and Course Feedback	AC+PM+MB	22.06.2022	2.00-4.00	Practical	Mohana Basu 22.6.22 Chatterjee 22/6/22 Prakash Mishra 22.06.22		
Total classes / Hour / Credit: 28 hours class + 2 hours Assessment	EXTERNAL	AC	PM	MB	PC	SG	SM
	2	6+ Assessment	6+ Assessment	4+ Assessment	3	4	3


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