



## DEPARTMENT OF GEOGRAPHY

**ADD ON COURSE (2022-23)**

*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](http://www.kbbnc.ac.in)**

**Email Id: [kbbncollege@gmail.com](mailto: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	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. 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 (2022-23)

### 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

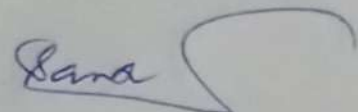
Kishore Bharati Bhagini  
Nivedita College (Co-ed)



IQAC Coordinator

**CO-ORDINATOR**

**INTERNAL QUALITY ASSURANCE CELL**  
KISHORE BHARATI BHAGINI NIVEDITA COLLEGE (CO-ED)  
BEHALA, KOLKATA - 700 060



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**

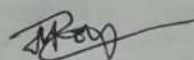
**H. Course Evaluation and Improvement Process**

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.



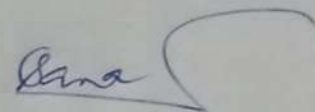
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**DEPARTMENT OF GEOGRAPHY**

**ADD-ON COURSE FOR SEMESTER 1/2 GEOGRAPHY HONOURS**

**TOPIC: BASICS OF COMPUTER APPLICATION IN GEOGRAPHY**

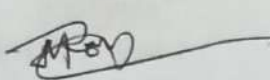
**CLASS SCHEDULE (2022-23)**

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. Rajashri Dasgupta (Invited Speaker)	29.05.2023	2 hours	1	12.00 – 2.00
Fundamentals of computer: Concept of Hardware and Software	Theory	AC	29.05.2023	2 hours	1	2.30-4.30
Operating System (Windows 10)	Theory	PM	30.05.2023	2 hours	1	12.30-2.30
Windows (Paint, Notepad) Typing in English	Theory & Practical	SM+SG	02.06.2023	2+2 hours	1+1	11.30-1.30 2.00-4.00
MS Office (Word)	Theory & Practical	AC + PC	13.06.2023	2+2 hours	1	11.00-1.00 1.30-3.30
MS Office (Excel)	Theory & Practical	SG + SM	14.06.2023	2+2 hours	1+1	11.00-1.00 1.10-3.10
MS Office (PowerPoint)	Theory & Practical	PC + AC	19.06.2023	2+2 hours	1+1	11.30-1.30 2.00-4.00
Internet Technology (Web Browsing, Searching and Downloading of study materials)	Theory & Practical	SM + SG	21.06.2023	2+2 hours	1+1	11.00-1.00 1.30-3.30
Internet Technology (Creation of PDF, Conversion of JPG to PDF Word to PDF and vice versa)	Theory & Practical	SM + SG	24.06.2023	1+1 hours	1	11.00-12.00 12.30-1.30
Assessment and Course Feedback		AC+PM+MB	28.06.2023	2 hours	1	12.00-2.00
TOTAL				30 hours	15	

  
Course Coordinator &

Head, Department of Geography

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**ADD-ON COURSE FOR SEMESTER 1/2 GEOGRAPHY HONOURS**

**TOPIC: BASICS OF COMPUTER APPLICATION IN GEOGRAPHY**

**ATTENDANCE SHEET (2022-23)**

Syllabus	Name Of Professors	Date	Time	Topic Taught	Signature with Date		
Importance and Application of Computer in the subject Geography	Dr. Rajashri Dasgupta Invited Speaker	29.05.2023	12.00 – 2.00	Importance and Application of Computer in the subject Geography	Rajashri Dasgupta 29.05.2023		
Fundamentals of computer: Concept of Hardware and Software	AC	29.05.2023	2.30-4.30	Conceptual Discussion PPT	Chatterjee 29/5/23		
Operating System (Windows 10)	PM	30.05.2023	12.30-2.30	operating system Windows-10	Prakash Mishra 30-05-23		
Windows (Paint, Notepad) Typing in English	PM+SG	02.06.2023	12.00-2.00	Paint, Notepad Practical	Somen Ghosh 2/6/23		
MS Office (Word)	AC + PC	13.06.2023	11.00-1.00 1.30-3.30	Theory Practical	Chatterjee 13/6/23 Poulami Chakrabarty 13-6-23		
MS Office (Excel)	SG + MB	14.06.2023	11.00-1.00 1.10-3.10	Excel theory Excel Practical	Mohana Basu 14.6.23 Somen Ghosh 14/6/23		
MS Office (PowerPoint)	MB + AC	19.06.2023	11.30-1.30 2.00-4.00	Theory Practical	Mohana Basu 19.6.23 Chatterjee 19/6/23		
Internet Technology (Web Browsing, Searching and Downloading of study materials)	SM + PM	21.06.2023	11.00-1.00 1.30-3.30	Internet Techno 1094 (web-Brow sing)/Practical	Prakash Mishra 21-06-23 Somnath Mukherjee 21/6/23		
Internet Technology (Creation of PDF, Conversion of JPG to PDF Word to PDF and vice versa)	SM + SG	24.06.2023	11.00-12.30 1.00-2.30	Theory. Practical	Somnath Mukherjee 24/6/23 Somen Ghosh 24/6/23		
Assessment and Course Feedback	AC+PM+MB	28.06.2023	12.00-2.00	Practical	Mohana Basu 28.6.23 Chatterjee 28/6/23 Prakash Mishra 28/06/23		
<b>Total classes / Hour / Credit: 28 hours class + 2 hours Assessment</b>	<b>EXTERNAL</b>	<b>AC</b>	<b>PM</b>	<b>MB</b>	<b>PC</b>	<b>SG</b>	<b>SM</b>
	2	6 + Assessment	6+ Assessment	4+ Assessment	2	5	3

*Chatterjee*  
Course Coordinator &  
Head, Department of Geography  
HEAD OF THE DEPARTMENT  
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*Prakash*  
IQAC Coordinator

*Somen*  
Principal

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BEHALA, KOLKATA - 700 060, PH. : 2404 3206

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Ref. No.....

Date .....

Dated: 12.05.2023

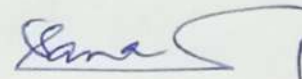
To,  
Dr. Rajashree Dasgupta  
Head, Department of Geography  
Govt Girls General Degree College  
Mominpore, Kolkata, West Bengal 700023

Madam,

The Department of Geography of Kishore Bharati Bhagini Nivedita College (Co-Ed) has planned to organize an Add-On Course on "Basics of Computer Application in Geography" for the session 2022-23. We will be highly obliged if you take a few classes on the mentioned subjects and guide the students in this learning process.

Kindly send your consent regarding the same so that we can continue with the procedure of conducting the above-mentioned Add-On Course.

Yours Truly.

  
Principal 12/05  
2023

Principal  
Kishore Bharati Bhagini  
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Received and  
Accepted  
Rajashree Dasgupta  
13/05/2023