



**Kishore Bharati Bhagini Nivedita College (Co-Ed.)**

148, Ramkrishna Sarani, Vivekananda Pally, Behala, Kolkata-700060

Website: [www.kbbnc.ac.in](http://www.kbbnc.ac.in); Email: [kbbncollege@gmail.com](mailto:kbbncollege@gmail.com); Phone: 033-2404-

3206

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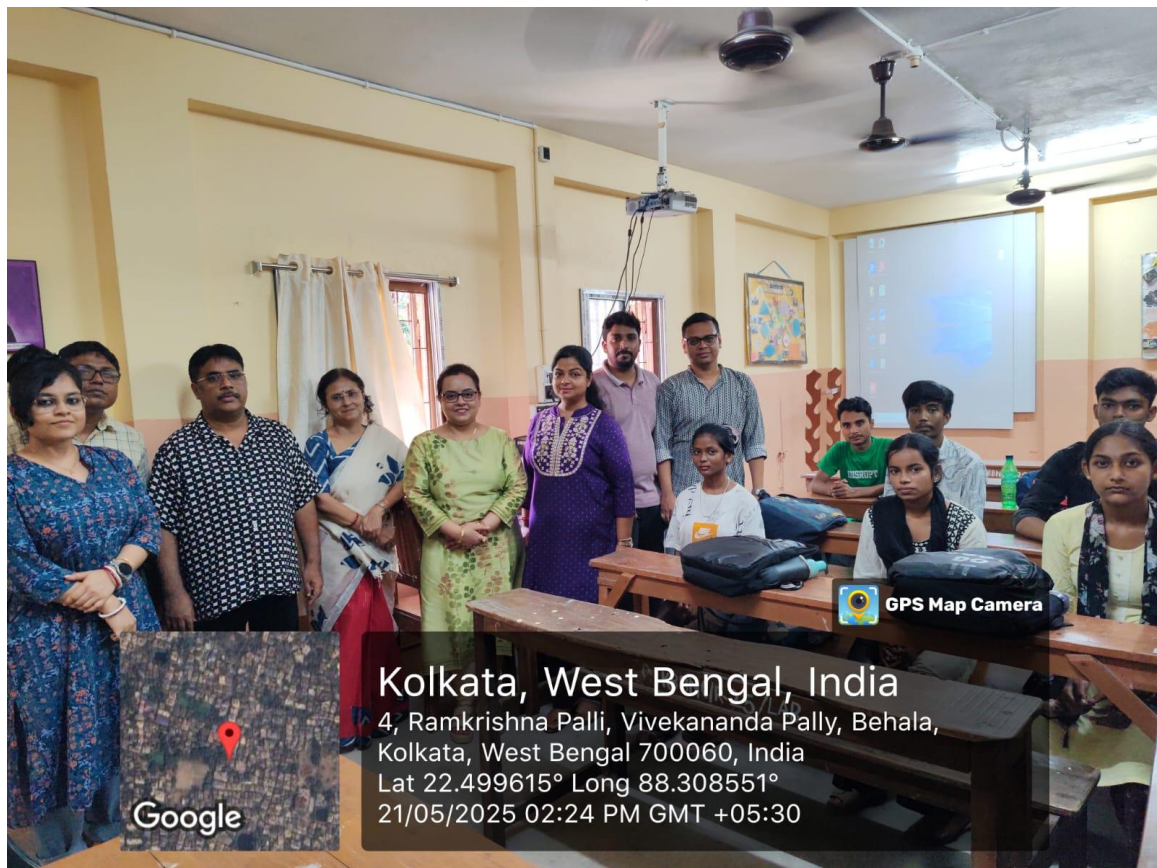
## ADD ON COURSE FOR SEMESTER-2 GEOGRAPHY HONOURS

(2024-25)

### GEOGRAPHY DEPARTMENT

Course Title – GeoTech Basics: Computer Applications for the Digital Geographers

**INAUGURATION OF THE COURSE WITH SPECIAL LECTURE BY DR.  
MANIKUNTALA KANRAR, ASSISTANT PROFESSOR AND HEAD,  
DEPARTMENT OF GEOGRAPHY, RAMSADAY COLLEGE.**





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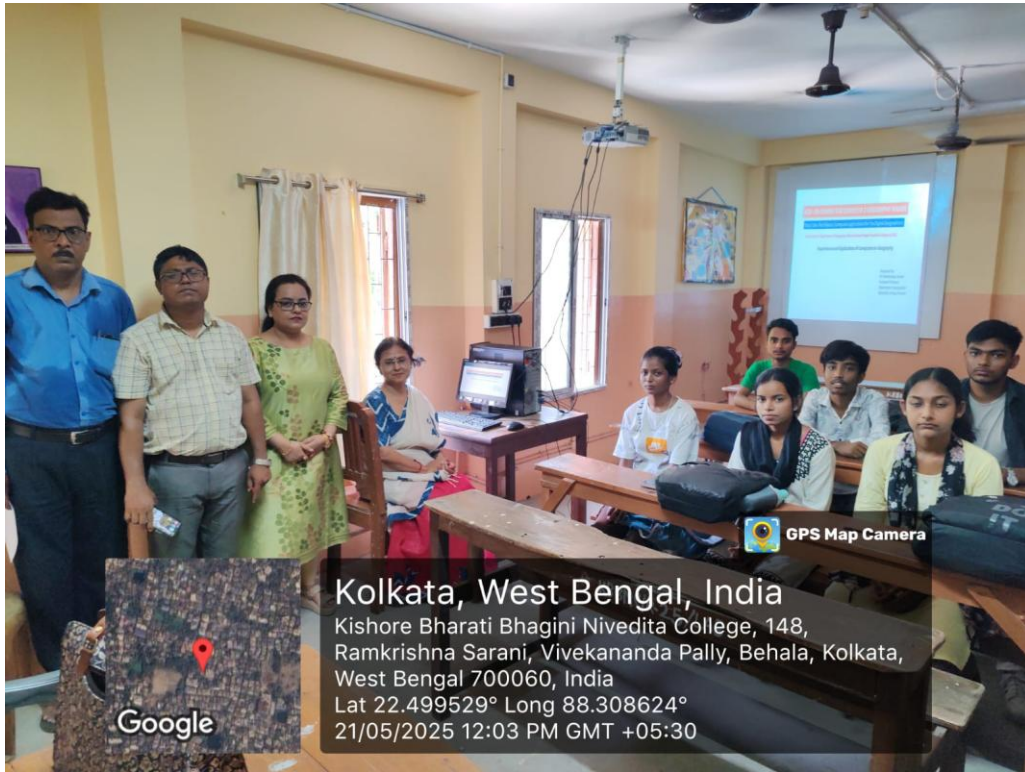
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## DISTRIBUTION OF COMPLETION CEWRTIFICATE

### CLASS SCHEDULE (2024-25)

Syllabus	Name of Professors	Theory / Practical	Duration Of Classes	Number Of Classes	Date	Time
Importance and Application of Computer in the subject Geography	Dr. Manikuntala Kanrar	Theory	2 hours	1+1	21.05.2025	12.00-2.00
Fundamentals of computer: Concept of Hardware	Dr. Anupriya Chatterjee	Theory	1 hours	1		2.30-3.30
Fundamentals of computer: Concept of Software	Dr. Poulami Chakraborty	Theory	1 hours	1		3.30-4.30
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. Mohana Basu	Theory & Practical	1+1 hours	1+1	22.05.2025	11.00-1.00
Windows Accessories - WordPad, Notepad, Calculator, Paint.	Dr. Prakash Mistri	Theory & Practical	1+1 hours	1+1		1.30-3.30
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	Theory	1 hours	2	23.05.2025	11.00-1.00
	Dr. Mohana Basu & Dr. Poulami Chakraborty	Practical				3 hours
MS Office (Excel) – Introduction, Starting MS Excel - Row, Column and Cell, Creating, Saving and Closing a	Dr. Prakash Mistri & Sri. Somnath Mukherjee	Theory & Practical	2+2 hours	1+1+1+1	24.05.2025	11.00-1.00



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Workbook, Working with Cells, Merging Cells, Inserting and Deleting Rows and Columns, Working with Formula and Charts						
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. Anupriya Chatterjee & Dr. Poulami Chakraborty	Theory & Practical	2+2 hours	1+1+1+1	26.05.2025	11.00-1.00 1.30-3.30
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	27.05.2025	11.00-1.00
Internet Technology (How to access, search and download Survey of India Toposheet)	Dr. Prakash Mistri	Theory & Practical	1 hours	1		1.30-2.30
Internet Technology (Creation of PDF, Conversion of JPG to PDF Word to PDF and vice versa)	Dr. Anupriya Chatterjee	Theory & Practical	1 hours	1		2.30-3.30
Internet Technology (Baics of Google Earth - install, access and utilize maps from Google Earth)	Dr. Mohana Basu	Theory & Practical	2 hours	1+1	28.05.2025	11.00-1.00
Internet Technology (Downloading of Satellite Imagery – BHUVAN, LANDSAT)	Sri. Somen Ghosh	Theory & Practical	2 hours	1+1		1.30-3.30
Course Assessment (Followed by Course Feedback by Students)	Dr. Anupriya Chatterjee, Dr. Mohana Basu, Dr. Poulami Chakraborty & Sri. Somen Ghosh	Theory & Practical	2 hours	1+1	29.05.2025	12.00-2.00
TOTAL			30 hours	30		

**DISTRIBUTION OF COMPLETION CERTIFICATES**

